**Returning Officer**

**Poonam Rajput (MBBS IV)**

**Returningofficer@insight.org.au**

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| **Name of position:** | Returning Officer |
| **Elected:** | At AGM, by secret ballot |
| **Position description and main roles:**  | The Returning Officer is a new position, and was started in 2020. This position is for an individual with previous experience as a member of the society executive or committee.**Educate, Inspire, Empower.**The Returning Officer helps to educate committee members about the workings and institutional knowledge of Insight. They inspire committee members and the wider student body to take tangible action in the area of global heath. They empower the Insight executive to set and work towards goals by providing knowledge about the success of previous initiatives by the organisation (while not inhibiting forward growth). They empower committee members to upskill, enact effective ideas and initiatives and collaborate within the organisation.**Main Roles**The Returning Officer is responsible for:1. The continuation of institutional knowledge.
2. Attending committee meetings and executive meetings as invited by the exec.
3. Mentoring the new exec as directed by the executive elect.
4. Organising the AGM for the calendar year.
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| **Positives of position:** | * Opportunity to continue contributing to Insight with less of a time commitment
* Opportunity to build and maintain Insight’s institutional knowledge
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| **Negatives of position:** | * The specifics of the role are less clearly defined as it can vary based on the requirements of the executive and committee elect
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| **Time required:** | Average workload is ≤1 hour per week, increasing in the lead-up to the AGM.  |
| **Ideas for the future:** | Meet with the executive elect early in the year to ensure the handover of key information, to assist in the development of goals for the year informed by the previous work of Insight, and to establish requirements of the Returning Officer role throughout the year (which is likely to vary dependent on the experience of the executive elect). |
| **Experience required:** | Knowledge of the functioning of Insight and previous experience as a member of the society executive or committee. |
| **Past office bearers:**  | 2022: Poonam Rajput (MBBS IV)2021: Yeji Kim (MBBS V) 2020: Eleanor Sarre (MBBS IV) |