



Publication office

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Name of position:	Publication Officer
Elected:	At AGM, by secret ballot
Position description and main roles:	<p>The Publications officer is primarily responsible for creating the official advertising material and publications for the Society, in collaboration with other members of the committee and is directly working with secretary to enable more involvement in midst of event preparations throughout the year. publication officer can ensure that members are kept up to date on the activities of Insight, that all events and publications are maintained at a professional standard.</p> <p>Main Role: The principal responsibilities of the role revolve around being drafting the annual Insight calendar, working with other portfolios to assist in the design and production of other Insight marketing and publication materials.</p> <ul style="list-style-type: none"> ● Maitain high profile social media and promoting insight presence e nad events throughout the year. ● Collaborate with event and education portfolio officers to create a timetable/planner that allows other teams to request and schedule promotion and content for upcoming events. (personal preferences for timetabling program is at the discretion of the officers) <p>Other roles:</p> <ul style="list-style-type: none"> ● Work with sponsorship officer to create annual event summery report. ● liaise with education portfolio officers to design educational content on Insight social media (e.g. Instagram)
Positives of position:	<ul style="list-style-type: none"> ● The work is enjoyable and the only limit of what you can do is your own creativity (photoshop/publisher skills can be learned!). ● The opportunity to work with many different people through developing marketing materials for Insight's events. ● Developing an awareness of Insight's global health focus ● Developing an understanding of how to put together a blog that celebrates the goals and achievements of a student-run charity ● Working in a team of excellent like-minded people ● Having creative input into the construction and overall presentation of event posters, sponsorship prospectus and merchandise.
Negatives of position:	<ul style="list-style-type: none"> ● Slightly more time-demanding when people require posters etc ● Keeping on top of event dates and working on posters in advance.
Time required:	Between 1-2 hours per week during event weeks.
Ideas for the future:	<ul style="list-style-type: none"> ● Post more stories, updates on events and relevant Global Health Info. Perhaps having posts on member bios and setting up a merchandise shop/link in conjunction with the IT officer. ● Promoting Insight into more Allied Health degrees to increase engagement
Experience required:	None. Previous experience with Adobe or other design programs is useful but not necessary.
Past office bearers:	<p>2023: Chirath Lekamge (MD I) and Advayee Ramesh (BPhysio III)</p> <p>2022: Zakia Saymontee (MBBS IV)</p> <p>2021: Halin Lee (MBBS II)</p> <p>2020: Yonina Yang (MBBS II)</p> <p>2019: Shyanne Premnath (MBBS II)</p> <p>2018: Carla De Angelis (Honours MBBS V)</p> <p>2017: Joss Lines (MBBS III) (Amalgamation of 2 previous roles)</p> <p>2016: Denise Braica (MBBS IV - Curriculum Officer), Annie Pham (BDS IV - Marketing Officer)</p> <p>2015: Logesh Palanikumar (MBBS IV - Curriculum Officer)</p> <p>2014 & 2015: Hiep Tu (MBBS III & IV - Marketing Officer)</p>