

## **Chair**

- Ensure the committee fulfil their responsibilities in delivering the aims and objectives of the BFIRST Medical Student Committee and the wider BFIRST community.
- Provide leadership in establishing strategy and direction for the committee.
- Coordinate and collaborate with the trainee committee and senior consultant committee to ensure clear communication across the bodies.
- Ensure the views of all members are taken into account when decisions are made.
- Retain an overview of the skills of individual members and ensure the committee as a whole function well.

## **Vice-Chair**

- To assist the chair in setting up and meeting the annual objectives of the committee.
- In the absence of the chair, to chair formal and informal meetings connected with the work of the committee and ensure that such meetings are conducted fairly and efficiently. This also includes representation of the student committee in trainee meetings if the chair is unable to represent.
- To assist in ensuring that members are kept informed regarding the committee's activities.
- To assist in identifying and facilitating the needs of the committee.

## **Secretary**

- Ensure the register of members is up-to-date and make it available for inspection by members
- Set-up meetings and formulate minutes with clear action points.
- Ensure the AGM and notices for the meeting are delivered
- Ensure the voting procedures and resolutions are carried out.
- Ensure that relevant documents are filed appropriately in the BFIRST MSC drive.

## **Medical Student Rep Lead**

- Coordinate the communication and events between all the UK-wide local student representatives
- Collaborate with Events Co-ordinator to facilitate student-led events with the aim of promoting global surgery and BFIRST

## **Events Co-ordinator**

- Works in close partnership with the Medical Student Rep Lead and Social Media Coordinator to facilitate and support student-led events throughout the country
- Liases with Chair and Vice-chair to obtain senior trainee and consultant representation and support at such events

## **Research Co-ordinator**

- Lead research projects driven by the medical student committee. Works closely with Medical Student Rep Lead to coordinate student-led research
- Communicate and collaborate with the trainee committee to form collaborative research outputs on the topic of global reconstructive surgery.

**Social Media Co-ordinator**

- Establishes and maintains social media presence for the BFIRST Medical Students' Committee, to disseminate and engage students regarding BFIRST and global surgery
- Works closely with Events Co-ordinator and Research Co-ordinator to communicate and disseminate upcoming events, and ongoing projects and research
- Leads on production and dissemination of the BFIRST MSC podcast, Global SurgTalk, working with the Medical Student Rep Lead to facilitate conversation between global surgeons and students