AUSTRALIAN SOCIETY FOR MEDICAL RESEARCH

ROLE DESCRIPTIONS

ASMR State / Regional Committee Leadership Team

ROLE CONTEXT

The ASMR, founded in 1961, is the peak professional society representing Australian health and medical researchers. Through its leading role in public, political and scientific advocacy, the ASMR strives to create a stable and secure research environment to enable our vibrant and diverse workforce to achieve research excellence and improve the health and wellbeing of all Australians.

The ASMR State and Regional Committees play an integral role in supporting the ASMR's core objectives of advocating for health and medical research to the broader community and supporting research careers. In your role as an ASMR State or Regional Committee member, you will actively engage in and support all State/Regional ASMR events and initiatives.

Primary Objective of the role(s):

The ASMR State/Regional Committee Leadership Team members are accountable to the ASMR Board, President, CEO and Executive Office for developing and implementing a range of State-level initiatives and events to further the activities and strategic goals of the organisation, with a particular focus on ASMR Medical Research Week®. Each Committee Member can contribute to a wide range of committee activities, including planning and organising events, co-ordinating projects, communications, sponsorship engagement and a range of other activities, as representatives of the ASMR.

Term and commitment:

In the first instance, a committee member is required to fulfill a two-year term on the committee. To aid in continuity of Committee activities, it is expected that Committee members assuming a "Deputy" role will commit to a two-year term, to assume the lead role in the second year of service if required.

RESPONSIBILITIES & REQUIREMENTS:

General Requirements:

- Attend scheduled Committee Meetings (monthly)
- Undertake all agreed tasks and activities to ensure that ASMR events are delivered to an exceptional standard
- As a minimum, attend events for which you are responsible for managing and/or are assigned

Responsibilities:	
Event management	• Contribute to idea generation for local events in line with ASMR Medical Research Week® and other activities • Prepare relevant communications and promotional materials • Connect with relevant sponsors and ensure the financial viability of events • Oversee and implement all relevant aspects of event management including sourcing and liaising with venues (except where the Board of Directors has entered into an agreement with a hotel chain or group for specific events) organising catering and identifying and/or working with speakers and presenters
Governance	• Ensure that events and activities are run within budget parameters, as determined by the CEO or other guidelines • Report on relevant activities at Committee Meetings and, as requested, to the ASMR Board
Promotions and advertising	• In all communications on behalf of the ASMR, follow standard templates and procedures, seeking approval from the Executive Office, to ensure that quality and consistency is maintained • Represent the ASMR, in all situations, in a professional manner
Professionalism	• Abide by the ASMR Code of Ethics and all other policies and procedures • Act in accordance with relevant legislative requirements pertaining to Work Health & Safety, Equal Opportunity, Discrimination, Freedom of Information and other relevant acts • Promote open communication and trust among Committee members and foster a team environment • Maintain and support a culture of high performance and professionalism • Provide leadership to other Committee members and general members of the society and community in all interactions

Knowledge, Skills and Experience:

Essential Criteria:

- **To be eligible to apply, you must be a current financial member of the Society** (i.e., a 12-month membership must be paid prior to joining the Committee and you must be a financial member for the duration of your term on the Committee).
- You should be aligned with a University, Research Institute or research hospital, or another part of the health and medical research sector
- You must be prepared to adhere to the ASMR's Codes of Conduct, ensuring that interactions are always of a professional and appropriate nature as outlined in the ASMR State and Regional Committee Guidelines and Protocols. Any committee member participating in an ASMR 'Schools Event' will be required to provide a valid "Working with Children Clearance".
- Upon appointment to a committee, you must read the ASMR State and Regional Committee Guidelines and Protocols and sign that you have read and understand these

Desirable Attributes:

- Leadership skills or an interest in developing leadership capability
- Organisational skills
- Attention to detail
- Excellent interpersonal skills
- Excellent written and oral communication skills

COMMITTEE STRUCTURE:

State and Regional Committees have a maximum membership of 15. There are four specialized positions (see below) and the remainder of Committee members assume roles overseeing event planning and execution. Ideally, each event has a convenor and deputy convenor as a minimum.

COMMITTEE EVENTS:

State and Regional Committees are expected to arrange, at a minimum, a Scientific meeting, and a Gala Dinner during ASMR Medical Research Week® each year. Other events can include Trivia Night, Sundowner or other networking events, Science in the Cinema, Science in Parliament, Dinner with a Scientist, High School Careers Day, Early Career Researcher Day, etc.

SPECIALISED POSITIONS:

Convenor

The Convenor is responsible for leading and overseeing all activities of the Committee and liaises closely with and reports to the CEO, Executive Office and the Board. The Convenor has ultimate responsibility for the delivery of high-quality events and activities. Convenor is usually appointed after having served as the Deputy Convenor or for at least one year on the Committee.

Deputy Convenor (Secretary)

The Deputy Convenor (Secretary) provides support to the Convenor. The Deputy Convenor will set meeting dates and venues, prepare meeting agendas, record meeting minutes and assign action items. To ensure continuity of committee activities from year to year, the Deputy convenor will also be responsible for collating and maintaining committee documents and contact lists for distribution of advertising material. The Deputy Convenor (Secretary) will report to the Convenor. It is expected that the Deputy Convenor will commit to a two-year term, making themselves available to take on the role of Convenor in the second year if required.

Treasurer

The Treasurer is responsible for preparing realistic proposed expense budgets for all events, as well as an overall combined budget for the annual activities of the Committee. The Treasurer is responsible for requesting and authorising invoices for payment of funds to ASMR and also payments to suppliers. The Treasurer will liaise closely with and report to the CEO, Executive Office and the Board Directors – Treasurer and Sponsorship.

Sponsorship

The Sponsorship Lead will work closely with the ASMR Board Director - Sponsorship to achieve sponsorship targets for local ASMR MRW® events. The Sponsorship lead will identify potential sponsorship targets in their state and, after coordinating with the ASMR Director for Sponsorship, approach and secure local trade sponsors for ASMR MRW® events. The Sponsorship lead will be responsible for collating, updating and maintaining the potential sponsor contact list to ensure continuity and comprehensiveness from year to year. The Sponsorship Lead will also liaise closely with the CEO, Executive Office and Board Director – Sponsorship.

Application for ASMR State, Territory and Regional Committees

The ASMR Board of Directors is seeking enthusiastic and motivated professionals who are passionate about making a difference in the health and medical research sector to apply for an ASMR State or Regional Committee.

ASMR State and Regional Committees are made up of ASMR members, who are appointed by the Board of Directors following application for the purpose of facilitating local ASMR activities, in particular ASMR Medical Research Week®.
All committees are part of and serve the wider purposes of the Society.

To be eligible, a applicant must become a financial member or be a current financial member of the Society. To aid in continuity of Committee activities, it is expected that all applicants commit to a two-year term. Those taking on a "Deputy" position will also commit to taking on the "Convenor/Lead" role in the following year, irrespective of being in their second year of appointment.

Applications must be submitted online by **9am on Monday, 1 February 2027.** Applications will be reviewed by the Board of Directors and Committees will be appointed and formalised shortly thereafter.

Questions asked on the Application for ASMR State and Regional Committees

The online application form asks the following questions:

Committee to which this application pertains:

☐ NSW ☐ VIC ☐ QLD ☐ SA ☐ WA

Name:

Professional Address & Institution:

Email:

Current Position:

Are you a current financial member of the ASMR? Yes/No

Please provide up to 150 words per question outlining:

1. A brief biography

2. How you will contribute to ASMR, and the skills or perspectives you will bring to an ASMR Committee?