



# King's College London Surgical Society

**KCL Surgical Society is recruiting new Executive Committee members. For those of you who are thinking of a glorious career in surgery and for those of you who are just interested in the society in general, this is YOUR opportunity!**

We're looking for enthusiastic, talented and committed individuals to help us take the society to new levels next year. We already have some great plans, but if you think you can bring something extra to KCLSS then we want to hear from you!

The following positions on the Executive Committee are available for application:

- 1) Clinical Director
- 2) Events Director (2 positions available)
- 3) Marketing Director
- 4) Sponsorship Director
- 5) Secretary
- 6) IT Director
- 7) Year 2 Co-ordinator

You are very welcome to apply for up to 2 positions, but please list them in order of preference.

To apply, email your application to us at [kclsurgicalsociety@gmail.com](mailto:kclsurgicalsociety@gmail.com) by 11.00pm on Sunday 19 September 2010.

You will need to provide a copy of your CV and a personal statement (200 to 500 words max) outlining why you feel you are suitable for the position(s) you are applying for, highlighting any relevant experience you may have.

If you have any queries, please feel free to contact us: [kclsurgicalsociety@gmail.com](mailto:kclsurgicalsociety@gmail.com)

We look forward to hearing from you soon!

KCL Surgical Society

### **Clinical Director:**

- Organize and oversee all workshops in the clinical setting, including the Basic Surgical Skills course for MBBS Years 3-5 and Introductory Suturing Sessions for Years 1 and 2
- Innovate and implement new ideas within the clinical context
- Liaise with the Clinical Skills Centre to ensure that clinical skills sessions of the Society are booked and well equipped
- Act as a representative of the Society to MBBS Years 3-5
- Provide support to other committee members as required

### **Events Director (2 positions):**

- Organize and manage events including room and equipment booking, liaise with guest speakers, arrange tours and visits to external sites of interest (e.g. the Royal College of Surgeons)
- Support the Vice-President in organisation of the Trauma Conference
- Suggest ideas for new events
- Co-ordinate publicity (along with the Marketing Director) for all events
- Provide support to other committee members as required

### **Marketing Director:**

- Responsible for design and distribution of advertising materials for the Society's events: making posters, flyers, leaflets etc
- Contact the Virtual Campus team to post events under the 'Student Societies and Events' section
- Attain publicity for the society by writing news articles for the GKT Gazette, the KCLSS Newsletter and any other publications of relevance
- Raise students' general awareness of KCLSS
- Maintain links with KCLSU, other societies, and other Universities, hence forming the basis of joint ventures
- Provide support to other committee members as required

### **Sponsorship Director:**

- Responsible for raising funds for the Society
- Sourcing sponsorship from external organizations
- Organize fundraising and charity events
- Provide support to other committee members as required

### **Secretary:**

- Manage the Society's email account, following-up emails as required
- Running the Society's calendar of events
- Produce and distribute certificates
- Responsible for sending updates and invitations to the Patron (Professor Harold Ellis)
- Dealing with all other correspondences (e.g. thanking speakers)
- Maintaining database of contacts

### **IT Director:**

- Manage the KCLSS website
- Update the website and Facebook group with the Society's latest information
- Provide technical support for the committee members
- Update the email directory regularly and format emails in house style
- Maintain online event ticketing system
- Provide support to other committee members as required

### **Year 2 Co-ordinator:**

- Act as the point of liaison between the respective year group and the Surgical Society
- Liaise with Marketing Director to distribute publicity materials for events, including lecture shouts
- Raise awareness of the Society in your year and encourage students to attend events and become members
- Feedback to the Committee the interests of your year in view of organizing appropriate events
- Provide support to other committee members as required

### **ALL Executive Committee Members:**

- Please remember that as a member of the Executive Committee you must participate in all aspects of the Society and support each other. Teamwork is ESSENTIAL.