

ANNUAL GENERAL MEETING
OF THE

IMPERIAL COLLEGE
PAEDIATRICS SOCIETY



Imperial College
Paediatrics Society

TUESDAY 12 MARCH
6.00PM
HUXLEY LT 308

AGENDA

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| 18.00 | Welcome |
| 18.15 | Introduction and Review of the Year |
| 18.35 | Nomination speeches |
| 19.00 | Voting and Refreshments |
| 19.30 | Outgoing committee farewell |
| 19.45 | Inspirational Speech TBC |
| 20.00 | Results |
| 20.10 | Vote of thanks and close |

COMMITTEE 2012/13

| | |
|------------------------------|-----------------------------|
| Co - Presidents | Nisha Patel & Husain Khaki |
| Treasurer | LiYan Chow |
| Secretary | Esther Chan |
| Volunteer Coordinator | Harsita Patel |
| Publicity Officer | Alexandra Ho |
| Play Coordinator | Clare Carasco / Nikola Baty |
| Website Designer | Paramdeep Jandu |

INTRODUCTION FROM CO-PRESIDENTS NISHA PATEL & HUSAIN KHAKI

Dear All,

It is hard to imagine just how far we have come as individuals and as the Society. What began as a hopeful idea in August 2012 has become an established success in just a few short months.

The famous paediatrician, Dr. Benjamin Spock once remarked “Trust yourself. You know more than you think you do”. In our case, we didn’t know much but we did trust in the power of children. We trusted that others would share this interest in child health.

Whatever success we have enjoyed to-date is a reflection of the unwavering efforts of a dedicated team of over 150 people, including students, doctors and play therapists. Although there are so many glowing stars that deserve mention, we would particularly like to thank Dr. Bob Klaber and Ms. Tina Halton for their encouragement, logistical support, guidance, support and sheer enthusiasm!

It truly has been a privilege to be part of such a wonderful committee, wider team and Society over the last few months. We are grateful for our lives and paths to have overlapped and the chance to work together to improve the lives of children in the UK.

We hope the foundations laid by the 12/13 committee marks just the beginning of continued success for the Society and its objectives. It is very much a case of ‘the best is yet to come’. As caterpillar not just in name, but also in nature. Now that we are out of the shell, we hope that in future years Imperial Paediatrics will continue to fly high.

With our very best wishes and gratitude,
Husain Khaki and Nisha Patel

KEY HIGHLIGHTS OF 2012/13

- Started Imperial College Paediatrics Society (c/o Careers Soc)
- Recruited 150+ Volunteers
- Conducted 3 Training Days, culminating in 120+ volunteers being recruited, trained and ready to go!
- Started the Student Play Team at St. Mary's Hospital in November 2012
- Conducted an Advanced Training Day with additional specialist skills (GUN Training)
- Conducted our first review meeting in February 2013; reporting great success in the initial few months and plenty of scope to expand provision
- Worked closely with other Paediatrics Societies and the Royal College in furthering our objectives
- Ran an Interactive Careers Day attended by budding Paediatricians from Years 1 to 6!
- Launched Website 😊

Committee Positions 2013/14

- Current committee will remain in advisory capacity including one current President in quasi-Presidential capacity
- Play Team Leaders can apply for the roles below
- You may apply for up to 3 positions at AGM, but can only be appointed in one
- Time Commitment Anticipated is denoted as ‘TC’
- You are required to submit your expression of interest no later than 10.00pm on Monday 11th March 2013 by email to icsmsu.paediatrics@imperial.ac.uk, accompanied by a 100 word manifesto (150 words in the case of President)
- You may be expected to attend the AGM and express your interest verbally in a 2 minute speech.

GENERAL COMMITTEE

PRESIDENT

TC: HIGH

- RESPONSIBLE FOR THE OVERALL RUNNING OF THE SOCIETY, INCLUDING FINANCIAL RESPONSIBILITY, REPORTS TO THE UNION, SUPPORTS EACH OF THE BELOW FUNCTIONS, VISIONARY FUNCTION TO GUIDE THE OBJECTIVES FOR FORTHCOMING YEAR

VICE-PRESIDENT

TC: HIGH

- SUPPORTS THE PRESIDENT IN THE ABOVE, WITH A SPECIAL FOCUS ON THE PLAY-TEAM

TREASURER

TC: HIGH

- RESPONSIBLE FOR ALL THE FINANCIAL TRANSACTIONS OF THE SOCIETY, WORKS WITH PRESIDENT TO CREATE ANNUAL BUDGET, IN-CHARGE OF MONITORING SPONSORSHIP PLANS TO CREATE SPONSORSHIP PACKAGES FOR THE FORTHCOMING YEAR

SECRETARY

TC: HIGH

- COMPILES MEETING MINUTES, MANAGES MAILING LISTS, SENDS OUT UPDATES TO MAILING LIST (+ FUTURE NEWSLETTER), CREATES LINKS FOR MEMBERS TO FILL IN REGISTERS/FUTURE EVENTS, FIELDS ENQUIRIES RECEIVED BY EMAIL AND FACEBOOK

PUBLICITY OFFICER

TC: MEDIUM

- 'RESPIRATORY SYSTEM OF THE PLAY TEAM'. ENSURES EVERYONE IS LIVING AND BREATHING 'PLAY TEAM!' BY ADVERTISING WELL AND CREATING EYE CATCHING POSTERS, WEBSITE FLERS, EMAIL, FACEBOOK, FRESHERS FAYRE. AS THE MARKETING ARM, ALSO HELP TO SECURE SPONSORSHIP FOR THE PLAY-TEAM

MEDIA OFFICER

TC: HIGH/LOW

- MAINTAINING THE WEBSITE, FACEBOOK, TWITTER AND YOUTUBE ACCOUNTS. REQUIRES BASIC UNDERSTANDING OF; WORDPRESS, PHP, SFTP UPLOADING (CAN BE TAUGHT TO THOSE WITH ENTHUSIASM!)

EVENTS COORDINATOR

TC: MEDIUM

- ORGANISES ROOM BOOKINGS, REGISTERS, CARRIES OUT RISK ASSESSMENTS, CATERING, PRESENTATION PREPARATION. MAINLY FOR ANNUAL EVENTS BUT ALSO FOR WORKSHOPS, TRAINING DAYS.

SOCIAL SECRETARY

TC: LOW

- ORGANISES SOCIAL EVENTS FOR THE COMMITTEE/WIDER TEAM, EMPOWERS INDIVIDUAL PLAY TEAMS TO CREATE A SOCIAL TEAM ATMOSPHERE

PLAY TEAM

PLAY TEAM COORDINATOR X 2

TC: HIGH

- RECRUITMENT AND TRAINING OF PLAY TEAM VOLUNTEERS. INCLUDES PAPERWORK OF; CRBS, VACCINATION RECORDS, TRAINING DAY ADMINISTRATION

VOLUNTEER COORDINATOR X 2

TC: HIGH

- ORGANISING THE PLAY TEAM ROTA, FIELDING VOLUNTEER-RELATED QUERIES, PROVIDING TEAMS WITH ASSISTANCE, CHECKING HOW THEY ARE DOING

PLAY COORDINATOR

TC: LOW

- IN-CHARGE OF TOYS/GAMES, LIASES WITH TREASURER TO ENSURE BUDGET IS ADHERED TO, PROVISION FOR MORE PLAY RESOURCES FOR ALL AGES/BOTH GENDERS

FUNDRAISING/FUNRUN

FUNDRAISING OFFICER

TC: HIGH/LOW

- FUNDRAISING IDEA POWERHOUSE (BAKE SALE, FUN RUN)

SPONSORSHIP OFFICER

TC: MEDIUM

- WILL LIASE WITH TREASURER AND SPONSORSHIP PACKAGE TEAM. APPROACH COMPANIES FOR SPONSORSHIP