



AIMS ELECTIONS

Second Faculty of Medicine - Academic Year 2019/2020

ASSOCIATION OF INTERNATIONAL MEDICAL STUDENTS (AIMS)

- Official organization for international students at LF2
- Enables and fosters communication between student body and Dean's Advisory Board and departments within the faculty
- Organization consists of **members** and **officers**
 - Every international student at LF2 is a member
 - Officers are elected every academic year
- Website: <http://www.LF2AIMS.org>
Facebook: <http://www.facebook.com/AIMS.LF2/>
Instagram: <http://instagram.com/LF2AIMS>
Email: info@lf2aims.org



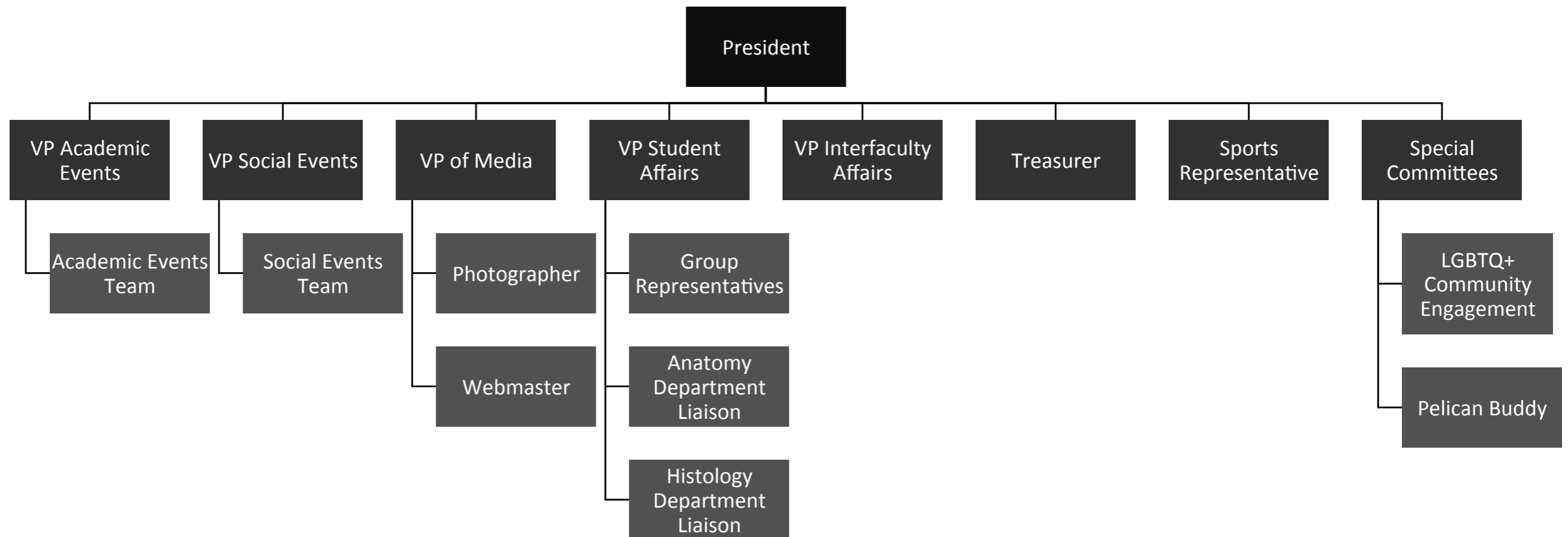
SECOND FACULTY OF MEDICINE
CHARLES UNIVERSITY



AIMS

ASSOCIATION OF INTERNATIONAL MEDICAL STUDENTS

AIMS OFFICERS



PRESIDENT OF AIMS

- Position is open ONLY for students of 2nd - 5th year
- Must have previous experience on AIMS Board in previous year

Duties:

- Must oversee the organization and set up monthly AIMS meetings
- Must attend monthly meetings with other members of the association
- Must oversee the organization of activities and events hosted by AIMS
- Must ensure that all the information obtained by AIMS is passed onto the international student body
- Must be present during the Freshers' Week (last week of September)
- Responsible for meeting with the Dean and Vice-Dean on a regular basis

VICE PRESIDENT OF ACADEMIC EVENTS

- Must oversee and lead the Academic Events Team
- Must meet and work with the President as well as the Social events team to organize and host regular faculty events
- Must gather information about any related events and publish it with sufficient notice
- Must maintain relevant information on the faculty noticeboards
- Must gather and relay information regarding faculty academic events to the Media team (VP, Photographer, Webmaster)
- This individual is responsible for updating the AIMS Facebook events page and maintaining the email address academic@lf2aims.org
- This individual must attend the monthly meetings with other members of the association as well as meetings with fellow events team members

VICE PRESIDENT OF SOCIAL EVENTS

- **Must oversee and lead the Social Events Team**
- **Must meet and work with the President as well as the Academic Events team**
- **Must organize and stage regular faculty events (e.g. christmas party, charity events, cultural events, etc) and fundraisers**
- **Must work and aid Mgr Petra Fabingerová in the organization and planning of faculty trips made available to the international students**
- **Must maintain relevant information on the faculty noticeboards**
- **Must gather and relay information regarding faculty social events to the Media team (VP, Webmaster, Photographer)**
- **This individual is responsible for updating the AIMS Facebook events page and maintaining the email address social@lf2aims.org**
- **This individual must attend the monthly meetings with other members of the association as well as meetings with fellow events team members**

ACADEMIC AND SOCIAL EVENTS TEAM

Duties:

- There are 14 total positions available for nomination (7 academic & 7 social)
- These individuals must report to their respective VP
- Must have regular meetings with the rest of the team and VP
- Must work as a team in order to organize AIMS events
- Must attend the planned events and have an active role in the good functioning of them
- Must design posters and advertising for each event

VICE PRESIDENT OF MEDIA

- **Must oversee and lead the Media team (Webmaster, Photographer)**
- **Responsible for general PR duties as well as regular updates of social media (Facebook, Instagram, Twitter, website)**
- **Responsible for organizing elections and production and sale of AIMS merchandise**
- **Must attend monthly meetings with other members of the association**
- **This individual is responsible for taking the attendance and minutes during monthly meetings**
- **This individual is responsible for maintaining the faculty website along with the email address info@lf2aims.org**

WEBMASTER

Duties:

- Must work with the faculty webmaster in consistently translating and updating the English faculty website
- Must produce and collect news articles for the English faculty website
- Must post/send updates on the latest information regarding the course, faculty, university etc. on the English faculty website
- Must be in constant contact with the VP of Academic and Social events
- Must collect photos and videos from the photographer
- Must translate any article provided by the university or Czech parallel with the assistance of the VP of Interfaculty Affairs
- This individual is responsible for maintaining the faculty website along with the email address info@lf2aims.org

PHOTOGRAPHER

Duties:

- Is expected to attend events hosted or sponsored by AIMS and provide photos/videos which will be used by the Media team
- Must ensure that every photo/video contains the official AIMS logo
- Must provide the photos/videos to the webmaster in a short period of time

***Note: cameras will not be provided at the relevant events**

VICE PRESIDENT OF STUDENT AFFAIRS

Duties:

- Must be in constant contact with the Group Representatives, Histology Department Liaison and Anatomy Department Liaison
- Must address any issues brought forward by any student and attempt to resolve the issue using the correct channels of communication
- Must attend monthly meetings with other members of the association
- Supervises the management of the Pelican Buddy Program
- This individual is responsible for maintaining the email address support@lf2aims.org
- This individual is responsible for meeting with the Dean and Vice-Dean on a regular basis with the president

GROUP REPRESENTATIVES

- One representative is needed for each group in every year.
 - * If your year has 6 groups, there will be 6 positions available
 - * There can be NO MORE than 1 rep for each study group for each year

Duties:

- Must gather email addresses of the students in your group
- Must pass on information from AIMS to your group in a timely fashion via emails, announcements, etc.
- Must set up/maintain a common email account for your year if it is not available already
- Must collect information, concerns and complaints regarding the course and deliver it to the VP of Student Affairs
- Must raise issues regarding specific lessons, teachers, exams etc. that are of concern to your year
- Must inform members of your year about university activities and events
- This individual must also attend the monthly meetings with other members of the association.

HISTOLOGY DEPARTMENT LIAISON

Duties:

- **Must be a student with a positive relationship and in good standing with the Histology Department and must have successfully passed the subjects within that department**
- **Must act as the bridge between the student body and the Histology Department as well as the reference person for any issues, concerns and suggestions arising from the subject**
- **Officer shall meet with department prior to the beginning of the academic year and stay in constant contact with them**
- **Officer should work together with the student-run tutoring service to meet both the department's and students' demands**
- **Must attend monthly meetings with other members of the association**

ANATOMY DEPARTMENT LIAISON

Duties:

- **Must be a student with a positive relationship and in good standing with the Anatomy Department and must have successfully passed the subjects within that department**
- **Must act as the bridge between the student body and the Anatomy Department as well as the reference person for any issues, concerns and suggestions arising from the subject**
- **Officer shall meet with department prior to the beginning of the academic year and stay in constant contact with them**
- **Officer should work together with the student-run tutoring service to meet both the department's and students' demands**
- **Must attend monthly meetings with other members of the association**

VICE PRESIDENT OF INTERFACULTY AFFAIRS

- Must understand and speak basic Czech (due to regular meetings of IFMSA Board, Motolak and Academic Senate)

Duties:

- Must attend all the respective liaison meetings (Motolák, IFMSA, Academic Senate)
- Must distribute relevant information (such as IFMSA tests, point systems, elections and events) to international students in a timely fashion
- Must inform the Czech parallel of all relevant AIMS events
- This individual must attend the monthly meetings with other members of the association
- This individual is required to translate any information provided by the University or Czech parallel and assist the Webmaster with any translation for the faculty webpage

TREASURER

Duties:

- Must control all of the income and expenses of AIMS
- Must work alongside the President to ensure appropriate bookkeeping
- Must work with the Vice Presidents of the Academic and Social events teams to ensure funds are used appropriately
- Responsible for managing funds obtained through charity events
- This individual must attend the monthly meetings with other members of the association
- This individual is reminded that all funds must be used only for AIMS related tasks and events
- This individual is responsible for keeping minutes in absence of the media team

SPORTS REPRESENTATIVES

Duties:

- Must organize football, basketball, tennis, swimming, etc. for male and female members of the international students. Each representative may choose to be in charge of one or more physical activity
- Sports Team Leaders must make sure that enough people attend from all years of study
- Must distribute and publicize information so that it reaches all international students in a timely fashion by working with the webmaster and updating notice boards and AIMS Facebook events page
- Must make sure that venues and equipment are booked and secured
*Note: The locations of each sport and the prices of the venues must be discussed with the AIMS President and Treasurer
- Must contact and setup inter-faculty and inter-university matches on a regular basis
- Must provide regular updates at monthly meetings
- This individual must attend the monthly meetings with other members of the association

LGBTQ+ COMMUNITY ENGAGEMENT COMMITTEE - VOLUNTEERS

- To improve education and inclusiveness
 - To promote a safe platform for self-realization, mutual respect, acceptance
 - To engage with and meaningfully contribute to LGBTQ communities
 - Volunteers would assist with overseeing:
 - Bi-monthly guest lectures
 - Screening of LGBTQ films & documentaries
 - Co-hosting events with local organizations
 - Would you like to volunteer? Send an email to project@lf2aims.org titled '**LGBTQ+ Committee Volunteer**' with the following:
 - Name & Surname
 - Age, Year of Study
 - Email address & Phone number
- * You don't need to identify as LGBTQ+ to volunteer!**



GENERAL QUALIFICATIONS FOR OFFICERS

- You must be an international medical student currently enrolled at the Second Medical Faculty of Charles University in Prague
- You should not be accused of academic or sexual misconduct or violent behavior, hate speech and criminal activities
- Eligibility for membership or appointed officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability
- No officer may hold more than one office. However, the officer may be part of a committee, additionally to their position
- Positions are not transferable

RULES OF NOMINATION

- In order to be considered in the election, you must submit a nomination.
- The nomination must be emailed directly to info@lf2aims.org in the following format:

1. Name and Surname

2. Year of Study and Group Number

3. Email Address

4. Phone Number

5. I am interested to be considered for the position of
[insert position here]

You are NOT allowed to nominate another individual for a position

- Once your nomination email has been received, a confirmation email will be sent to you.
- Your name will then be entered onto a ballot for elections. If you are running for a position unopposed, then you will automatically get that position.

RULES OF NOMINATION

- For students interested in the position of President, please follow the conditions below:
 - You are required to submit a manifesto, declaring your interest and intentions if elected for the position, along with your nomination by 7th October 2019
 - Position is open ONLY for students of 2nd-5th year
 - Must have previous experience on any AIMS boards in the previous academic year
- For students interested in the positions of Vice President (VP of Academic Events, Social Events, Student Affairs, Interfaculty Affairs, Media), please follow the conditions below:
 - Position is open ONLY for students of 2nd-5th year
 - You are required to submit a manifesto, declaring your interest and intentions if elected for the position, along with your nomination by 7th October 2019

DEADLINES

- Nominations must be sent to info@lf2aims.org before **midnight on the 7th of October 2019**
- If there are more nominations than places for a particular position, an electoral ballot will be held until the **12th of October 2019**
- If the position goes unopposed, then the nominee will automatically get the position
- If an electoral ballot is to take place, details will be announced by AIMS President and Media team about the voting process on all social media platforms