



## SMSI 2024 ELECTION

### Aims and objectives of SMSI

SMSI works closely with the various health clusters in Singapore to help disseminate information from MOHH and other healthcare organisations.

Our main objectives are:

1. To provide relevant up-to-date information for potential medical, dental and allied health students, allowing them to make an **informed choice** with respect to a **medical or dental or allied health education** in the Republic of Ireland
2. To provide relevant up-to-date information for members on **training and career opportunities in Singapore**.
3. To serve as a platform for members to **network** with other like-minded Singaporean medical/dentistry/allied health students pursuing an education in the Republic of Ireland.
4. To **represent the common interests** of all Singaporean medical/dental/allied health students pursuing an education in the Republic of Ireland.

We do so through organising various events throughout the academic year.

### ELECTION PROCEDURE

The procedures relating to the election of these Officers and the term of office are described in subsequent sections of this document.

1. Term of Office



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- a. The term of office is defined as the period starting from the Chinese New Year event to the next one in the subsequent calendar year. Election of officers shall be conducted in accordance with this procedure
2. Statutory Offices to be Elected
  - a. The following statutory positions shall be elected, in the following order: President, Vice-President, Secretary, Treasurer, Education Manager, Dental Officer, College representatives
3. Nominations
  - a. Nominations are **open as of 24 Dec 2023**, and must be submitted via <https://forms.gle/9HEJxvSxJnfHfEfD7>.
  - b. Nominations will close immediately on **6 Jan 2024 at 2359**, and will only be valid if nomination forms are submitted within the nomination period to the Committee. Changes or withdrawals must be submitted and documented electronically via email to [president@smsireland.org](mailto:president@smsireland.org) AND [vicepresident@smsireland.org](mailto:vicepresident@smsireland.org).
4. Eligibility
  - a. Any SMSI member in good standing may run for a position and be elected. All current Committee members who wish to run for a subsequent election, shall with immediate effect, abstain from all duties pertaining to the voting process.
5. Campaign procedure
  - a. Campaigning will be limited to the time period **24 Dec 2023 - 20 Jan 2024 at 2359**.
  - b. A campaign may constitute messages through the SMSI Facebook Group and/or any media platform of candidates' choosing. Any form of inappropriate content will be disqualified.
6. Voting eligibility
  - a. **All current SMSI members are eligible to vote.** Members constitute Singaporeans or Singaporean Permanent Residents studying in the recognized universities who are listed in the current register of members including: Trinity College Dublin, University College Dublin, National University of Ireland Galway, University College Cork and Royal College of Surgeons Ireland.
  - b. Each member is entitled to **one vote** and this is **non-transferable**.



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### 7. Voting

- a. To be elected, a candidate must receive a majority of affirmative votes from the members voting in the election.
- b. In the case that only one candidate runs, there will be no re-nomination.
- c. In the case that only two candidates run and no candidates running receive a majority of affirmative votes in a vote (ie. <1% difference in votes), the candidates will subsequently go through a tiebreaking process as determined by the Committee.
- d. In the case there are more than two candidates running and none receive a majority of affirmative votes in a vote, a rerun is held with the top two candidates eligible to run.
- e. College Representatives will be voted by their respective college members.
- f. **Candidates for ExCo positions must undergo an interview process with the standing Committee.** The interviews will take place between **7 - 13 January 2024**.

### 8. Casual Vacancies

- a. If an office is vacated, the position may be filled through a by-election using these election procedures.

### 9. Removal from Office

- a. The process for the removal of Officers will be determined by a referendum.

### 10. Results

- a. The breakdown of votes will be as follows:

Total number of votes by general members will constitute 70% of the final tabulation.

The standing Committee will have a total of 30%, where each member of the Committee will contribute 5% (6 members x 5% = 30%)

However, if any of the standing Committee wishes to run for the subsequent elections, the 30% ExCo weightage will be divided among the remaining members of the ExCo. (e.g. if 2023 Treasurer and 2023 Edu Manager run for 2024 elections, 2023 P, VP, Secretary and Dental Officer each have 7.5% of the final vote.



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### Advisory Committee

Since **28 Jan 2023**, an Advisory Committee composed of members who have previously served on the SMSI Committee has been installed. The Advisory Committee serves as a constant source of guidance and support for the incoming committee. More information can be found at <https://docs.google.com/document/d/1CdJPwDJU5RN-MnQQgioffJNzbgeNRB5DCBXKWmcVcDc/edit>.

P and VP may opt out using this form: <https://forms.gle/arExTeJgbsHYe91d9>

Other ExCo members may opt in using this form: <https://forms.gle/bz6esgAFkdk7GiUd7>

### SMSI 2023/24 Positions & Job Description

#### President

1. Outline the direction of the society
2. To have overall responsibility for the affairs of the Society
3. To serve as a representative of Singapore Medical Society Ireland
4. To liaise with MOHH and other external organisations
5. Oversee planning and execution of all activities and ensure that the goals of the society are met

#### Vice-President

1. To assist the President in the general running of the society.
2. To assume duties of the President should the President be absent or unable to fulfil his/her duties



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### **The P and VP oversee 3 key areas of concern:**

1. **Social** networking opportunities among members of the society, such as Orientation, CNY dinner, Phoenix Park gathering
2. **Educational** events for the members of SMSI, such as PEG talks and Life as a HO sharings
3. **Outreach** events whereby members serve the community, such as SPD Bake Sale and sessions at Willing Hearts

### **Secretary**

1. To keep members informed via and maintain the aesthetics of the SMSI website, Facebook page, Instagram and Telegram channel
2. To update the membership database (ROTA), record minutes of meetings and oversee other housekeeping (e.g. SMSI Gmail, SMSI website enquiry form)
3. Overall in-charge of the SMSI newsletter

### **Treasurer**

1. To maintain current sponsorships and source for further potential sponsors
2. To safeguard and maintain the accountability of the society's finances
3. To plan the budget for each event in a prudent manner
4. To manage financial accounts in Singapore and Ireland with the President
5. Overall in-charge of the Sponsorship Booklet

### **Education Manager**



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1. In-charge of all matters relating to medical education, including but not limited to: pre-university sharing, research opportunities, elective attachments, educational workshops (e.g. Dr Endean), PEG and employment opportunities, HO and Residency sharings
2. To liaise with other Partners in Education (e.g. SMSUK) for the benefit of SMSI members

### **Dental Officer**

1. In-charge of all matters relating to dental education, including but not limited to: pre-university sharing, research opportunities, elective attachments, educational workshops (e.g. Dr Keith), employment opportunities
2. To be the point of contact between members studying dentistry and the committee
3. To liaise with other Partners in Education (e.g. NUS Dental Soc) for the benefit of SMSI members

### **College Representatives (non ExCo)**

1. To help disseminate information from the Committee, and be the point of contact between general members and the committee.
2. To orientate incoming members and engage members via initiatives such as Junior-Treats-Senior, Google Drive notes, book sales etc.

All Committee members are also encouraged to initiate activities within their areas of jurisdiction. Examples include Sports Day collaboration with MMII and the SMSI Mentor-Mentee program 2023.