



Association for Palliative Medicine

Tel: 01489 668332

Email: apm@compleat-online.co.uk

Website: www.apmonline.org

Registered office: Lancaster Court, 8 Barnes Wallis Road, Fareham, Hampshire, PO15 5TU

Registered Charity No. 1053572

ROLES AND RESPONSIBILITIES - APM JUNIORS COMMITTEE

Role	Responsibility
Chair	Head of the APM Juniors group. Represents the Juniors at the Executive Committee Meetings and oversees the work of the rest of the committee.
Secretary	Schedules meetings and takes minutes from them, keeps track of the contact details for all committee members and locations of committee members.
Undergraduate Membership Coordinator	Responsible for coordinating membership of medical students, including trying to recruit a representative from each medical school.
Postgraduate Membership Coordinator	Responsible for coordinating membership of postgraduate members, including trying to recruit a representative from each deanery.
Communications Coordinator	Manages the Facebook page and the APM Juniors content on the APM website. This includes producing updates on the work of the APM Juniors and collating interesting news/events to circulate to our members
Education Coordinator	Responsible for coordinating a team to organise a one day annual conference for medical students and pre-specialty doctors interested in palliative medicine and liaising with the education committee to represent the Juniors at other APM events.

<p>Student-Selected Components and Electives Coordinator</p>	<p>To work on a database of peer-reviewed information for people interested in doing a medical elective or student selected component in palliative medicine.</p>
<p>Research Coordinator</p>	<p>To work on producing a database of senior APM members who are engaged in research to link juniors who want research experience with those who need manpower to complete projects. This position will also liaise with the Science committee.</p>
<p>Careers & Mentorship Coordinator</p>	<p>To work on a database of palliative care mentors and to develop ways for APM Juniors members to enhance their future careers.</p>
<p>Liaison to the APM Trainees Committee</p>	<p>To attend APM Trainees meetings and to build links with their committee to help integrate the Juniors group into the wider APM community.</p>