

The Constitution of Students' Union UCL

MedTech Society

1 Name

- 1.1 The name of the club/society shall be Students' Union UCL MedTech Society.
- 1.2 The club/society shall be affiliated to Students' Union UCL.

2 Statement of Intent

- 2.1 The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2 The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3 The Club and Society Regulations can be found on the following webpage:
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

3 The Society Committee

President

- 3.1 The president's primary role is laid out in section 5.7 of the Club and Society Regulations.
- 3.2 Meticulously plan the direction of the society for the year together with committee members.
- 3.3 Oversee and help execute all the tasks required for the society to function smoothly

Treasurer

- 3.4 The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.5 Manage the society's finances, submits forms and invoices as required.
- 3.6 Approve expenses from other committee members of the society.
- 3.7 Maintain an effective relationship with UCL Union and members

Welfare Officer

- 3.8 The welfare officer's primary role is laid out in section 5.9 of the Club and Society Regulations.

3.9 Ensure that the committee and members of the society are well looked after and deal with any welfare issues in an appropriate way

Additional Committee Members

3.10 Vice President; Women in MedTech Chair; Women in MedTech Executive; Mentorship Programme Chair; Mentorship Programme Executive; AI in Medicine Chair; AI in Medicine Executive; Marketing Officer; Technology Officer; Corporate Relations Officer; Events Officer; MedTech Portal Chair; MedTech Portal Executive

3.11 Vice President: The Vice President, will be responsible for overseeing the operations of MedTech UCL. This position will play a key role in driving the success of the society by delivering high-impact initiatives, such as conferences and the mentorship programme. They will also coordinate and manage the activities of the rest of the committee to ensure a smooth and effective delivery of events.

3.12 Women in MedTech Chair: The chair will lead the planning and execution of the Women in MedTech Conference, working closely with the Women in MedTech subcommittee's executives. This role involves coordinating all aspects of the conference, from speaker invitations to venue logistics, to ensure the successful delivery of a high-impact event that celebrates female leadership and medical innovation.

3.13 Women in MedTech Executive: The executive is responsible for the planning and execution of the Women in MedTech conference. This position requires strong attention to detail and the ability to coordinate logistics, such as venue selection, speaker invitations, and sponsorship procurement. The Women in MedTech Conference Executive will work closely with the Women in MedTech chair to ensure a successful and impactful conference.

3.14 Mentorship Programme Chair: The chair will be responsible for the coordination and delivery of the 4 week Mentorship Programme. This role requires experience in project management and strong organizational skills to ensure the successful execution of the mentorship. The Mentorship Programme Chair will be in charge of logistics, such as recruiting mentors, creating the curriculum, and managing the budget for the mentorship.

3.15 Mentorship Programme Executive: The executive will work closely with the chair to support the delivery of the Mentorship Programme. This role requires strong project management skills to help ensure the mentorship runs smoothly. The executive will be involved in tasks such as coordinating mentor-mentee pairs, organizing training sessions, and overseeing program evaluations.

3.16 AI in Medicine Chair: The AI in Medicine Chair will be responsible for the coordination and delivery of the flagship event of the year - the AI in Medicine Conference. This role requires experience in event planning and strong organizational skills to ensure the successful execution of the conference. The AI in Medicine Chair will be in charge of logistics, such as venue selection, keynote speaker arrangements, and managing budgets and vendors. They will work with a team of executives.

3.17 AI in Medicine Executive: The executive is responsible for the planning and execution of the AI in Medicine conference. This position requires strong attention to detail and the ability to coordinate logistics, such as venue selection, speaker invitations, and sponsorship procurement. The Women in MedTech Conference Executive will work closely with the AI in Medicine chair to ensure a successful and impactful conference.

3.18 Marketing Officer: The Marketing Officer will develop a comprehensive marketing plan for MedTech UCL and manage social media accounts to grow the audience and reach of MedTech UCL. They are responsible for creating all marketing content and in the management of a marketing calendar.

3.19 Technology Officer: The Technology Officer, with expertise in coding, will be responsible for delivering 4-week coding classes and supporting the hosting of hackathons. This role requires technical proficiency to enhance the delivery of the coding classes and support the online presence of MedTech UCL.

3.20 Corporate Relations Officer: The Corporate Relations Officer will pitch to corporate contacts to raise funding, build and maintain close relationships with corporate sponsors, and assist the event officers in planning and organizing corporate sponsored events.

3.21 Events Officer: The Events Officer will be responsible for coordinating and delivering regular events, including cutting-edge talks, networking opportunities, socials, and brainstorming new events. They will work closely with partners and stakeholders to ensure high-quality events that support the vision of UCL MedTech.

3.22 MedTech Portal Chair: The MedTech Portal Chair is in charge of overseeing the management of MedTech UCL's website, podcast, and content on 'The MedTech Portal'. They lead a team of writers and work with the Corporate Relations officers to feature companies. The Chair is responsible for regularly updating the website, expanding MedTech UCL's online presence and developing a comprehensive vision for its growth, as well as managing and executing a successful podcast program.

3.23 MedTech Portal Executive: The MedTech Portal Executive is part of the team of content creators supporting the management of MedTech UCL's website, podcast, and content on 'The MedTech Portal'. They assist in working with the Corporate Relations officers to feature companies and contribute to the website and podcast content and updates. The Executive plays an important role in the growth and development of both the website and podcast.

3.24 Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.

3.25 The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.26 Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

4 Terms, Aims and Objectives

4.1 The club/society shall hold the following as its aims and objectives.

4.2 The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

4.3 The core activities of the club/society shall be:

- Talks from external speakers in areas of interest to the members.
- Educational workshops in areas of interest to the members.

- A hackathon-type event where members and non-members can gather to innovate and discuss new ideas for the future of medical technology.
- A conference where members and non-members may gather to hear from, and network with some of the innovators in MedTech, from outside and inside UCL.
- A 'Women in MedTech' series of events containing talks, panels and interactive events celebrating women in the MedTech Field.
- A Mentorship Programme, to pair UCL students with specialist mentors in the MedTech field to advise students on how to thrive in the MedTech field.
- Maintaining, growing, and continuously updating the online learning platform, 'The MedTech Portal' found on the MedTech UCL website. 'The MedTech Portal' should attempt to explain the field of MedTech comprehensively from its fundamental concepts to its latest news and developments. This should be through articles, videos, interviews, interactive learning resources and other online content. This platform should also contain a 'Start-Up Hub' advertising internship opportunities from MedTech companies and 'Learning Pathways', creating a short course/programme describing a MedTech sub-topic.
- Committee meetings to discuss the direction of and plans for the society over the course of the year.



4.4 In addition, the club/society shall also strive to organise other activities for its members where possible:

- Social events whereby the members of the society can meet and enjoy socialising with other members.

4.5 This constitution shall be binding on the club/society officers, and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.

4.6 This constitution has been approved and accepted as the Constitution for the Students' Union UCL MedTech Society.

4.7 By signing this document the president and treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President name:	Laasya Eluri
President signature:	
Date:	26/06/2022
Treasurer name:	Sohum Sen
Treasurer signature:	
Date:	26/06/2022