Position Description: National Chair of the Committee on Gender & Sexuality

Roles, Responsibilities, and Objectives

National committee and team chairs' roles encompass 3 key domains:

1. Voting members of the Executive Board of the Action Committees & Teams

- Chairs employ and develop skills in long-term planning, resource allocation, framing and messaging.
- Chairs set the agenda for the mission-driven work of the Association through development of an annual work plan and revision of a strategic 3-year plan designed to provide continuous work on critical issues to the Association within our capacity to do so.
- Chairs are engaged in improving AMSA's practices and structure with regard to the programming arm.

2. Investment in coordinators and projects

- Chairs actively advise and support their coordinators, facilitate meetings, and mediate conflict. Chairs foster professional and personal growth in their coordinators through advising, giving periodic and effective feedback, and recognizing and developing strengths in these leaders.
- Chairs advise in the design needs assessments and performance metrics, preparation of key documents, and the design of deliverable goals and teach these skills to their coordinators for effective project planning and execution.

3. Content expertise

- Chairs lend their knowledge around the area of content their committee or team covers. They further develop this expertise during their tenure through research and careful planning of AMSA's comprehensive work plan around these specific issues.
- The Gender & Sexuality Chair specifically would benefit from having content expertise in gender and sexuality theory and social determinants of health.
- Chairs employ and develop consulting skills as AMSA's point-persons for their respective issues.
- Chairs participate in the annual review and revision of AMSA's Principles--statements of AMSA's beliefs about key issues relevant to AMSA's values and priorities.

Expectations & Accountability

1. The term of Action Committee or Team Chair is one year beginning on April 1 and ending March 31 of the following year, with a transition period from the close of National Convention in March through the beginning of the term in April.
2. This chair is responsible for the direct oversight and advisement of 7 coordinators.
3. Committee and Team Chairs are accountable to their peers on the Executive Board of the Action Committees & Teams and to their coordinators. They are directly overseen and supported by the VP for Leadership Development and the VP for Program Development.
4. All leaders shall uphold the expectations and standards of conduct outlined in the National Leadership Handbook. Involvement in AMSA is a serious commitment, and should a leader be unable to fulfill the duties as outlined in this position description and the National Leadership Handbook, s/he may be asked to resign or be dismissed from her/his position.
5. Deadlines will be provided with sufficient lead time for successful completion. It is expected that deadlines

be met and extensions requested prior to lapse of a deadline in order to continue participating in AMSA.

6. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings.
7. Leaders can expect sufficient training and support to complete all duties and tasks asked of them. AMSA is a collaborative environment, and ideas and feedback are always encouraged and considered.

Purpose of the Committee on Gender & Sexuality

The Gender and Sexuality committee is dedicated to assuring equal access to medical care and equality within medical education as it pertains to gender and sexuality while establishing AMSA as a leader on issues affecting the health of women, intersex and the lesbian, gay, bisexual, and transgender (LGBT) communities at the institutional, local, state, and federal levels. We advocate for patients through policy, curricular improvement, increased physician education, research and health-related resources. We support all women, intersex, lesbian, gay, bisexual, transgender and ally physicians-in-training by providing a safe and inclusive environment, leadership development opportunities, and by advocating for their rights.

Role of the Chair of the Committee on Gender & Sexuality

The Gender and Sexuality Chair has the unique responsibility of overseeing and advocating for two important content areas; (1) women's health and women in medicine and (2) the health and well-being of lesbian, gay, bisexual, trans-gender, intersex and allies. There are coordinators assigned to both content areas and while they are responsible for programming in their respective area there is plenty of overlap between the two issues, which is encouraged.

The Gender and Sexuality Chair empowers their coordinators to develop interesting and needed programming that furthers the mission of our committee, the strategic priorities of AMSA, and to work together to create programming that addresses the unique intersection of gender and sexuality. In addition, the chair historically has overseen and provides assistance for the planning and implementation of programming such as the Women Leaders in Medicine reception and the LGBT Health Achievement Award at National Convention, the LGBT Leadership Summit, the white coat cards, the online LGBTA medical school and residency directory, and the Women's Empowerment Institute.. The chair is also encouraged to communicate with the Sexual Health Scholars Program to support each other's mission. As a committee chair you also serve on the Action Committee Executive Board which makes important decisions for the direction of the organization and reviews grants and resolutions on a regular basis.

Required Meetings for the 2013-2014 Leadership Year:

- **Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)**
- **Monthly Gender and Sexuality Committee webinars (self-scheduled, mandatory)**
- **Transition Breakfast & Orientation, National Convention, Washington, DC, Sunday, March 17, 2013 (mandatory)**
- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-5, 2013(mandatory)**
- CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2013(optional)
- Fall Conferences, Locations TBA, Fall 2013 (optional)
- **National Convention, New Orleans, LA, March 2014 (mandatory)**

Executive Board of Action Committees & Teams