amsa
American Medical Student Association

Position Description: Action Committee Coordinator

Roles, Responsibilities, and Objectives

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

1. Leadership

- Coordinators employ and develop skills in the areas of teamwork, communication skills, planning, professional self-assessment, and networking. In addition to supporting LPGs, coordinators collaborate with the BRDs to assist COs interested in specific programming (as needed).
- Coordinators represent AMSA's mission-driven work to the general membership, external partners, and the public.

2. Programming

- Coordinators design and execute various elements of AMSA's programming portfolio:
- Aid in the development of content-area programming for AMSA's conferences, symposia, institutes, scholars programs and Convention.
- Assist with the promotion and marketing of AMSA's national programming and leadership developing opportunities including conferences, symposia, institutes, scholars programs and Convention.

3. Content expertise

- Coordinators lend their knowledge around the area of content their committee or team covers. They further develop this expertise during their tenure through research and development of projects surrounding the work of both the committee and team on which the coordinators serve.
- Coordinators will employ and develop consulting skills as they serve as AMSA's resident experts for their respective issues.

Expectations & Accountability

1. The term of Coordinator is one year beginning on May 1 and ending April 30 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. Coordinators serve on a Committee and have oversight from their respective Chair. In addition, they work in collaboration with the Education Chair and Grassroots Chair who serve as consultants to coordinator programming. It is expected that the Coordinators communicate regularly with all Chairs who support them. They are secondarily supported by the VP for Leadership Development and the VP for Programming Development.
3. 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.

4. 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.
5. Travel, hotel
6. 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.
7. Coordinators, along with Chairs, will be expected to establish contact with incoming Chapter Officers following BoF (including an explanation of their role within AMSA and within the first three weeks of M1 attendance), assisting officers with chapter transition planning as needed, and an attempt to attend both the chapters' tabling events and initial recruitment meeting. Coordinators will also have the option of coordinating with the membership team to plan visits to neighboring chapters and to ideally cultivate those visits ahead of the M1 arrival on campus.

Meetings for the 2013-2014 Leadership Year:

- **Monthly Medical Professionalism Committee webinars (self-scheduled, mandatory)**
- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-5, 2013(mandatory)**
- National Convention, New Orleans, LA, March 2014 (strongly encouraged)

Medical Professionalism

Specific Skills Needed and Focus

Issues include but are not limited to: patient safety and medical quality, understanding responsible integrative and complementary medicine, professional development, industry relations, professionalism, and the medical humanities.

Coordinator titles & responsibilities:

In addition to these expectations, coordinators can develop new programming in collaboration with other AMSA leaders and/or staff as they see fit.

1) Patient Safety Coordinator - Responsible for organizing and executing the Patient Safety Webinar Series, as well as other sustainable patient safety or responsible medicine advocacy efforts, such as a PharmFree collaboration, and aiding in the programming of the Patient Safety & Quality Leadership Institute or Symposium and Patient Safety and Quality Scholars Program. Programming developed should also focus on aspects of conflict of interest, ethics, interprofessional relations and professional development as they relate to patient safety issues.

2) Integrative Medicine Coordinator - Responsible for organizing and executing the Integrative Medicine Webinar Series in collaboration with the Wellness & Student Life Committee, sustaining relationship with partner organizations, and aiding in the IM Scholars Program and the LEAPS into IM institute. Programming developed should also focus on aspects of conflict of interest, ethics, interprofessional relations and professional development as they relate to Integrative Medicine practice and policy.