amsa
American Medical Student Association

Position Description: National Health Policy Team Chair

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 Health Policy Chair specifically would benefit from having content expertise in research and development in health policy and current trends in that arena.**
- 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 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.

Executive Board of Action Committees & Teams

Purpose of the Health Policy Team

The Health Policy Team aims to create and support AMSA's Legislative Agenda through national programming, advocacy and education of health policy topics. Furthering the Legislative Agenda necessitates the development of policy related skills such as lobbying, writing Letters to the Editor and Op-Eds, and creating educational materials for AMSA members on current policy topics.

Goals of the Health Policy Team

- Strengthen health policy and current policy events knowledge in medical students through online outreach, national days and weeks of action, and chapter outreach..
- Enable medical students to take action on health policy issues through lobbying, media work,and chapter organizing as evidenced by numbers of emails or calls to legislators, lobby days organized,and LTEs/op-eds published.
- Empower future physicians to actively engage in political and social movements by educating them about policies and the policy process so they may feel comfortable and capable to take action. This includes projects initiated by AMSA members outside the framework of AMSA national and beyond their years in medical school.

Strategies of the Health Policy Team

- Determine the health policy tools that are of greatest need to AMSA membership through an analysis of Salsa actions performed, chapter officer survey, and responses to email outreach through Inspiration ExchangeMove forward with the skills which are most readily and most effectively used (emails, call-ins, LTEs, etc.)
- Establish a bi-annually updated legislative agenda that outlines the most important issues AMSA will work on in a given Congressional session taking into account AMSA's capacity to achieve them and the political climate's favorability toward these issues.
- Collaborate with policy organizations such as Physicians for a National Health Plan, National Physican's Association, the Gay & Lesbian Medical Association, Physicians for Reproductive Choice in Health, and others to increase the volumes of calls-ins or legislative visits, increase AMSA's leverage/visibility and keep up to date on the political environment.

Role of the Chair of the Health Policy Team

The Health Policy Team Chair is responsible for working with the Health Policy Team Coordinators and appropriate office fellows to formulate AMSA National's policy stances. These stances are created in accordance with AMSA's Preamble, Purposes, and Principles (PPP) document which is determined by the House of Delegates and represented in the Legislative Agenda. Each spring, the Health Policy Team revises the Legislative Agenda. The Team Chair is responsible for regularly communicating with the Team Coordinators to keep up to date on policy movements that relate to AMSA's Legislative Agenda and guide Coordinators on creating pertinent legislative education and action documents and events such as call-in or email scripts, action alerts, lobby days, projects-in-a-box, etc.

Executive Board of Action Committees & Teams

Required Meetings for the 2013-2014 Leadership Year:

- **Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)**
- **Monthly Health Policy Team 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)**