

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.

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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. 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.
6. 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 Community and Environmental Health 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)

Pre-Medical Team

Specific Skills Needed and Focus

Issues include but are not limited to: Premedical to Medical School Education, Advocacy and Policy Education, Action Committee Education, Interest Group Education. As a premedical coordinator, you will be responsible for working with the Premedical Chair, fellow coordinators and PRD's to create programming that is relevant to AMSA's content-focused committees and accessible to all of our members. In addition, coordinators will help distill Committee programming into a premedical-appropriate format; ensuring that our premedical members have access to the resources needed to participate in our programming at the same rate that our medical members do. Furthermore, each Coordinator contributes a unique perspective to the committee and throughout their year will develop their leadership, communication, integrity and professional skills.

Coordinator Titles and 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. Premed Social Media & Outreach Coordinator: Responsible for posting all upcoming events and premed-specific information on Inspiration Exchange as well as the respective social media sites. This coordinator is expected Having a close contact with staff, specifically the communications and marketing department, to ensure all info on the website and social media sites is up to date and correct. This coordinator will work cooperatively to be sure that the programming that comes from the Premed Action Committee Programming Coordinator and the Premed Education Programming Coordinator is well advertised and visible to appropriate audiences. Furthermore, this coordinator will

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be expected to collaborate with the Premedical Trustee and the Premedical Regional Directors regarding social media communications.

2. Premed Advocacy Education Coordinator: Responsible for learning and educating the premed community on how to analyze and respond to policy through action alerts, op-eds, letters to the editor, etc. Moreover, ensure that the advocacy opportunities that AMSA is participating in and is passionate about are available and attainable for a premed chapter. In addition, this coordinator would be in close contact with the education and advocacy fellow to create educational programming/materials to inform premeds about being physician advocates and policy.

3. Premed Education Programming Coordinator: Responsibilities include creating education programming regarding admission to medical school, clinical experience, volunteer, research, philanthropy, networking, etc. This coordinator would also be responsible for working closely with the Premedical Trustee, Premedical Regional Directors and the Chair to not only be sure to distribute programming and information regarding upcoming projects and events, but also to help collect and interpret data from chapters to be sure that the programming for premeds meets expectations

4. Premed AC Programming Coordinator: Responsibilities include following the Action Committees closely to ensure programming is relevant, desirable, practical and attainable for premed chapters and members. This coordinator is not limited to only the programming that comes from the action committees, and is entitled to create programming if/when necessary. It should be first priority to follow the action committees closely to stay tuned with ongoing projects, discussions, webinars, etc.