amsa
American Medical Student Association

Position Description: Chair of the Committee on Race, Ethnicity, and Culture in Health

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 Race, Ethnicity, and Culture in Health Chair specifically would benefit from having content expertise in minority and immigrant affairs, social determinants of health, and health equity.
- 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 the 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 Race, Ethnicity, and Culture in Health

The Race, Ethnicity, and Culture in Health committee aims to reduce health disparities between different racial, ethnic and cultural groups through advocacy, education, and service.

Role of the Chair of the Committee on Race, Ethnicity, and Culture in Health

The REACH Chair is responsible for furthering the mission of the REACH committee to reduce health disparities between different racial, ethnic and cultural groups through advocacy, education, and service, by fostering the work of coordinators, developing the content of programming, developing collaborative relationships and projects with other organizations with common goals, and ensuring the execution of the committee's strategic plan. The Chair manages the committee budget, updates the committee's website, and informs coordinators of available resources within AMSA. The REACH Chair must communicate with coordinators to ascertain their specific needs and help coordinators reach their potential in their positions.

Required Meetings for the 2013-2014 Leadership Year:

- **Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)**
- **Monthly Race, Ethnicity ,and Culture in Health 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)**