

Executive Board of Action Committees & Teams



Position Description: National Chair of the Committee on Community & Public 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 Community & Environmental Health Chair specifically would benefit from having content expertise in public health research and theory and environmental contributors 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 4 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.

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6. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings, with the exception of National Convention.
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.

Specific Areas of Focus

A strategic 3-year organization plan of work has been approved by the 2009-10 Executive Board of the Action Committees and Teams outlining key goals and strategies for work in order to provide continuous coverage of critical issues within the capacity of the Association's resources. The newly-elected Chair shall guide her/his Coordinators through the process of planning the year's work within these priorities, and for responding appropriately as new issue of importance arise to refocus our work appropriately.

Purpose of the Committee on Community & Public Health Chair

We believe that the community and environmental determinants of health play a critical role in maintaining a healthy population. The AMSA Community and Environmental Health Action Committee seeks to give physicians-in-training the knowledge and tools to promote health and catalyze change on local and population levels. We strive to achieve Environmental Health Justice, embolden Community-Oriented Primary Care, and promote Public Health & Prevention Education.

Role of the Chair of the Committee on Community & Public Health

- The CPH Chair is responsible for supporting three coordinators as they complete projects towards the committee's goals. The Chair will function as a supportive and administrative team member to advance the committee's goals, as well as furthering AMSA's mission and aspirations. The Chair will communicate with each coordinator on a monthly basis to facilitate this supportive and administrative role.
- The Chair is responsible for the continuance of National Primary Care Week, the Community Healers Inspiring Tomorrow (CHIT) Chat series co-sponsored by the American College of Preventive Medicine, and the Public Health Scholars Program; the Chair should be available to assist and troubleshoot to ensure high quality educational programming.
- The Chair will also try to foster collegiality and provide opportunities for inter-committee and inter-professional collaboration on projects and programming.
- Outside of programming through the coordinators, the Chair is highly encouraged to develop and execute programming and projects related to the committee's interest areas.
- When possible, the Chair will field questions from AMSA members-at-large pertaining to the committee's content areas and facilitate their work on a local level in coordination with the Grassroots Chair.
- Throughout the year, the Chair will work with coordinators to achieve their leadership development goals through training and advising.
- The Chair will be responsible for the upkeep of the committee's media outlets online.
- As the head representative of the committee, the Chair will also serve on the Action Committee and Team Executive Board, which makes decisions and helps guide the direction of AMSA's programming and goals.

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Required Meetings for the 2014-2015 Leadership Year:

- **Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)**
- **Monthly Community and Environmental Health Committee webinars (self-scheduled, mandatory)**
- **Transition Breakfast & Orientation, National Convention, New Orleans, LA Sunday, March 9, 2014 (mandatory)**
- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-4, 2014 (mandatory)**
- CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2014 (optional)
- Fall Conferences, Locations TBA, Fall 2014 (optional)
- **National Convention, New Orleans, LA, March 2015 (mandatory)**