Position Description: National Chair of the Committee on Gender & Sexuality

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 programming development, membership engagement, and policy advocacy.

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 of 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 Gender & Sexuality Chair specifically would benefit from having content expertise in gender and sexuality theory 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.
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.

Purpose of the Committee on Gender & Sexuality

The Gender & Sexuality (G&S) committee is dedicated to (1) ensuring equal access within healthcare and within medical education for women and for lesbian, gay, bisexual, transgender, intersex (LGBTI) persons, and (2) supporting the training of medical students to become excellent healthcare providers for women and for LGBTI persons. Toward these goals, G&S advocates for policies that will improve the health or healthcare access for women and LGBTI persons, and develops programming that will improve the training of medical students in care of women and LGBTI patients. Additionally, G&S supports all women, LGBTI, and ally medical students by fostering a safe and inclusive environment, providing leadership opportunities, and advocating for their rights.

Role of the Chair of the Committee on Gender & Sexuality

The Gender & Sexuality Chair has the unique responsibility of overseeing and advocating for two important content areas: (1) women's health and women in medicine and (2) the health of LGBTI persons. There are coordinators assigned to both content areas; and while they are responsible for programming/policy in their respective areas, there is plenty of overlap, so cooperation is encouraged.

The Gender & Sexuality Chair empowers their coordinators to develop interesting and needed programming that furthers the mission of the committee and the strategic priorities of AMSA within the areas of gender and sexuality. This programming has included the planning and implementation of the Women Leaders in Medicine reception and the LGBT Health Achievement Award, the LGBT Leadership Summit, the white coat cards, the online LGBTA medical school and residency directory, and the Women's Empowerment Institute. The chair is also encouraged to communicate with the Sexual Health Scholars Program to support each other's mission. Finally, the chair also serves on the Action Committee Executive Board which makes important decisions for the direction of the organization and reviews grants and resolutions on a regular basis.

Required Meetings for the 2014-2015 Leadership Year:

- **Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)**
- **Monthly Gender & Sexuality 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)

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- Fall Conferences, Locations TBA, Fall 2014 (optional)
- **National Convention, Washington, DC, March 2015 (mandatory)**