

Action Committees & Teams



Position Description: Action Committee Coordinator

Roles, Responsibilities, and Objectives

National committee coordinator's 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.

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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.
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. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings, with the exception of National Convention.
6. 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.
7. 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 2014-2015 Leadership Year:

- **Monthly Health Policy Team webinars (self-scheduled, mandatory)**
- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-4, 2014 (mandatory)**
- National Convention, Washington, DC, March 2015, (strongly encouraged)

Health Policy

Specific Skills Needed and Focus

The Health Policy Team engages with AMSA members in a wide variety of ways - we help to produce Health Policy and a Pint posts; we create and circulate action alerts for proposed legislation; we provide commentary and write articles & blogs about health policy; we coordinate with health policy leaders to organize advocacy experiences, webinars, and lectures; we produce educational material for pre-medical and medical students on policy topics that our members want to learn more about; and we help our members learn how to express their views and start to make change.

Coordinator titles & responsibilities:

1. **LGBT Policy and Liaison Coordinator** - responsible for working with the Gender & Sexuality Committee, to keep AMSA membership updated on policy development around LGBT health and LGBT people in medicine, and to support policy advocacy through letter sign-ons, blog posts, letters to the editor, action alerts, etc. They will

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contribute to AMSA's legislative agenda and policy reports, and they will cultivate AMSA's relationships with other professional organizations such as GLMA and Women in Medicine.

5. Women's Health Policy and Liaison Coordinator- responsible for working with the Gender & Sexuality Committee, to keep AMSA membership updated on policy developments around women's health and women in medicine, and to support policy advocacy through letter sign-ons, blog posts, letters to the editor, action alerts, etc. They will contribute to AMSA's legislative agenda and policy reports, and they will cultivate relationships with other professional organizations such as AMWA and PRCH. They will work closely with the PSCRJ representative.

6. Global Health- serves as a member of the Policy committee but works in conjunction with the Global Health committee. Also assists the Global health chair to ensure the continuation of the "Leave no trace" project with webinar series component (this project aims to prepare medical students to travel abroad with culturally-sensitive awareness) as well as the World AIDS Day toolkit in collaboration with the AIDS Advocacy Network, and other policy-related actions as related to global health. The Global Health Policy Coordinator will contribute to AMSA's legislative agenda and policy reports, and they will cultivate relationships with other professional organizations and congressional representatives.

7. HCFA- serves as a member of the Policy committee but works in conjunction with the Health Care for All Steering Committee. Assists both chairs to push for a single payer system and education through various means (including but not limited to webinars, conferences, etc.) of the current and future models of the American Health care system. Will be responsible for regular action alerts, health policy & a pint topics, and other personal projects as coordinator sees fit. They will contribute to AMSA's legislative agenda and policy reports, and they will cultivate AMSA's relationships with other professional organizations and congressional representatives.

8. Med Ed/Med Pro- works in conjunction with the Committee on Trainee Wellness & Professionalism to keep up to date on policy including but not limited to curriculum reform, Undergraduate and Graduate Medical Education, Social Media, and conflict of interest issues. They will contribute to AMSA's legislative agenda and policy reports, and they will cultivate AMSA's relationships with other professional organizations and congressional representatives.