

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 Race, Ethnicity, and Culture in Health Committee 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)

Race, Ethnicity, & Culture in Health (REACH)

Specific Skills Needed and Focus

Issues include but are not limited to: health disparities between differing racial, ethnic, and cultural groups, increasing the diversity of the healthcare workforce, and promoting cultural competency in healthcare.

Coordinator titles & 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) Health Equity (Week of Action) Coordinator- This individual will develop, implement, and manage the Health Equity Week of Action (referenced below), including running the HEWA steering committee. He or she will act as a liaison between the HEWA steering committee and the REACH committee.

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2) Cultural Sensitivity Coordinator - responsible for the Cultural Sensitivity Skills Scholars Program and the Education Equity Initiative.

Description of projects/events:

The Health Equity Week of Action is an annual event to promote awareness of and advocacy on the unnatural, systemic, avoidable, and unjust differences in health status, mortality rate, and disease distribution that exist across population groups. Only by addressing the root causes of these inequities will we see significant, sustainable improvements in health.

Topics covered in this year's Health Equity Week of Action include Immigrant Health, Primary Care, Human Rights, Environmental Health

The **Health Equity Scholars Program** seeks to equip students with a systems-oriented approach to health inequalities and injustices in the United States and abroad. The program is based on the principle that many health inequalities are not merely inevitable; they are avoidable, unjust, and something can and should be done about them. Along with building an argument for this perspective, the Program will provide Scholars with practical skills and tools to educate their peers and organize initiatives to address health disparities in their communities.

Examples of webinars included in this year's Health Equity Scholars Program curriculum are "Health Policy and Economics" by Aranthan Jones II, "Health Education and Promotion" by Dr. Shelly Hovick, "Grassroots Movements and Community Projects" by Dr. Robert Fullilove and "Research and Clinical Practice" by Dr. Saul Weiner.

The **Cultural Sensitivity Skills Program** is an innovative, web and community-based program designed to teach medical students practical skills to practice culturally sensitive medicine in their communities. Each month, participants focus on a particular skill through small group discussions, skills-based didactic sessions with national experts, and clinical experiences to improve students' ability to treat patients in a culturally sensitive manner.

The **Education Equity Initiative** seeks to educate medical students about immigrants' differential access to higher education and to mobilize AMSA members to take action to support Education Equity efforts in their states and regions.