# amsa_Logo_FinalAMSA Chapter Officer Guide

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**GENERAL RESPONSIBILITIES OF CHAPTER OFFICERS**

The following list of responsibilities pertains to all local chapter officers and can be found in the PPP, AMSA's official policy.

* Coordinate the annual membership drive for your chapter.
* Facilitate activity within your chapter.
* Coordinate programs and activities at the chapter level.
* Communicate with your chapter members through chapter meetings to discuss and review issues of concern to medical students.
* Communicate your chapter's activity to your regional trustees and national office.
* Provide feedback to your regional trustees and national officers about the concerns of your chapter's members relating to AMSA policy, programs, and activities.
* Be an active member of AMSA in good standing.

Remember though, we are always here to help. To reach Membership Services, national officers, regional directors or any other staff members at AMSA's National Office, call 800-767-2266.

**JOB DESCRIPTIONS FOR CHAPTER OFFICERS**

Every AMSA chapter has a different niche and different needs. Your chapter structure will reflect the specific needs, activity and size of your medical school. Per the AMSA Constitution & Bylaws, each chapter has to designate a Chapter Liaison. The Chapter Liaison serves as the primary intermediary between the chapter and the National Office. It is common for the President to also serve as the Chapter Liaison. All other officer positions are at the discretion of your chapter; however we recommend having a minimum of five officers, including a President, Vice President, Treasurer, Secretary, and Recruitment Coordinator.

PRESIDENT - the buck stops with your chapter President. While it is great to have many students involved in leading your chapter, one person- the President- needs to be accountable for the many responsibilities involved in leading a student organization. Many chapters elect to have two co-Presidents, but they are careful to split up tasks so that each individual is responsible for explicitly different jobs.

**IDEAS FOR CHAPTER LEADERSHIP STRUCTURE**

There are two basic ways to organize your AMSA chapter officers. Many chapters combine these two structures and either can be successful. The task is to figure out which one works best for your chapter and to make sure that everyone understands the structure and their role within your leadership.

OFFICER BASED CHAPTER - the elected officers are usually a President, Vice President, Treasurer, Secretary, and Recruitment Coordinator. Specific groups or committees of members are formed as needed to address specific projects. This structure can be very effective if enthusiastic individuals with excellent delegation skills are in leadership positions or if the chapter is very large and reaching a group decision would be difficult.

COMMITTEE BASED CHAPTER - the leadership consists of a group of students who make consensus decisions as a whole, often with the help of a designated chairperson or facilitator. This structure allows responsibility to shift from one person to another, an important feature when working with busy medical students. It is especially effective in struggling or new chapters in which each AMSA member can take part in chapter management.

In large chapters, a Treasurer often coordinates fundraising. In a small chapter, the President may be responsible for these duties.

**INTRODUCTION TO CHAPTER ELECTIONS**

Before you can transition, you need to elect new chapter officers! As February and March come closer, you're probably thinking ahead to AMSA's National Convention, encouraging first-year students to attend, and thinking about transitioning your responsibilities to a new set of chapter officers.

Your chapter's official Constitution and Bylaws or Chapter Charter probably specifies a mechanism for electing new officers; but if not, here are some ideas to help your chapter get the most out of elections and to start the new year off on the right foot. When deciding when to hold your elections, be sure to keep in mind the impact that National Convention will have on attendees. By holding elections prior to the convention, your new chapter officers can attend this event and be activated and inspired to do great things for your local chapter next year. On the other hand, you can encourage active members who have leadership potential or who have expressed interest in being a future chapter officer to attend the National Convention.

**ENSURING A SMOOTH TRANSITION**

A smooth transition from the outgoing officers to their successors is the key to a successful year. It is the responsibility of the outgoing officer to make plans to transition with incoming chapter officers. The best time to transition is soon after elections, while the old officers are ready to pass on their wisdom and you are excited about getting started. Timing is crucial. Here are basic requirements for transitioning:

* Set up a time to meet with all outgoing and incoming chapter officers. Ask incoming officers to bring any questions they may have about running a chapter, and ask outgoing officers to bring any important materials to pass on.
* Discuss fundraising with new chapter officers and develop a budget together.
* Discuss details of this year's projects and make recommendations for next year.
* Develop a timeline highlighting local, regional and national events.

**Identify new chapter officers and notify AMSA National**

If you are the old or new chapter President, you are a major link in the information chain for your chapter. Contact AMSA Membership Services at 800-767-2266 or members@amsa.org with the mailing address, phone number and working e-mail address (especially if you are moving over the summer!) of each new chapter officer, or fill out the online form. It is essential that the National Office have chapter officers on file in order for your chapter to remain in good standing.

New chapter Presidents should also call your regional director (RD) ASAP and let them know you are taking over. Directors communicate with chapter Presidents every month or so. If you need their help and you haven't heard from yours recently, call them! We can't stress enough the importance of getting accustomed to staying in touch with your trustee.

**Contact your Dean's office**

Ask your predecessor about the level of support the Dean's Office has provided to AMSA in the past so that you will have reasonable expectations. While some Deans provide thousands of dollars for conferences, others provide minimal support. It is rare to find a Dean who is not supportive of student organizations in some way. Make an appointment with the Dean or other customary contact person to introduce yourself and outline your goals. Ask your Dean how he/she envisions AMSA's role as at your school? How does that perception differ from your own? With your contact person, discuss details: copying, phone costs, mailing, supplies and direct funding. A friend in the Dean's office can save your chapter time and money down the road.

**Explore your fundraising options**

Develop a draft budget for the upcoming year with the associated costs for each planned project or event. This budget will guide your fundraising efforts. Ask your predecessor which fundraisers were most successful and which were labor intensive. With the outgoing officers, create/obtain a database of potential contributors, including the Dean's office, clinical departments, medical supply companies, local doctors and local merchants. Record the outcomes of your interactions with each contributor, noting particular times of year when funds become available, guidelines for giving and reasons for giving or not giving. Your budget should be used to demonstrate to contributors what your chapter does with its money. Also, check out the guide to fundraising available online.

**Discuss chapter projects**

Record the who's, what's, when's, where's, why's and how's of all of last year's projects. Ask your membership whether or not the projects are worth continuing. Perhaps they have ideas for new or improved projects! Identify possible coordinators to continue your projects and allow them to transition with outgoing coordinators. Let them know that you are a resource for help as well.

**Finally, develop a chapter timeline with local, regional and national events**

This timeline should be a collaboration between the incoming and the outgoing officers. A schedule of the major happenings in your chapter's year coordinated with the big National events is always a useful tool.

# amsa_Logo_FinalChapter Officer Checklist

## J0222020 To Do

* Submit New Officer contact information by calling 1-800-767-2266 or online at [www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx](http://www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx).
* Stay in contact with your Regional Director/Premedical Regional Director
* Meet with old officers to discuss past problems, successes, contacts, and procedures
* Set goals for yourself and with your chapter
* Start preparing for recruitment
  + Submit online recruitment order form to the National Office (June deadline)
  + Write a welcome letter for orientation packets
  + Sign up for and get materials prepared for your school’s recruitment fair
* Schedule a meeting with your Dean or Dean’s Office to introduce yourself and outline your goals
* Discuss existing chapter projects with old leaders and returning members
* Develop a chapter calendar with local, regional, and national events & deadlines

## J0222016 Fundraising

* Develop a draft budget for the year
* Brainstorm ideas for campus and local fundraisers
* Approach your Dean’s office, Student Assembly, or Student Activities office for funding
* Approach local businesses for donations, event sponsorships, or in-kind donations

# amsa_Logo_FinalChapter Officer Timeline

## spring.gifSpring / Transition: The Adventure Begins

**In-coming Officers**

* Make sure you have updated your [**Chapter Officer contact information**](http://www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx) with AMSA, which includes an updated address.
* After transitioning, meet with your fellow officers to discuss the leadership structure, roles and responsibilities for each officer. Make sure to leave some leadership opportunities open for new first year students in the fall.
* Make sure the new Chapter President downloads the [**medical**](http://www.amsa.org/AMSA/Homepage/Chapters/RecruitmentMed.aspx)or [**premedical**](http://www.amsa.org/AMSA/Homepage/Chapters/RecruitmentPremed.aspx) recruitment materials from the AMSA Chapter Officer Webpage prior to your school's Orientation.

**Out-going Officers**

Remember which chapter members showed real initiative or leadership during the year. By now, you should have some idea about who would make a good chapter leader. You've worked with the chapter all year, so use your experience to encourage new leaders. Within two to three weeks of convention, capitalize on everyone's enthusiasm and hold elections.  
  
In your final days of office, give your chapter a report on the past year. Follow up with project heads, treasurers and Deans and close out your term with a view of what you wanted to do and what you did. Read your goals. Which worked and which didn't? Think about the pitfalls of your year, and let the new officers know what they were. And, as a final favor, introduce them around to the folks you have trusted. They'll thank you. Be proud-when you look back at a year of AMSA accomplishments, you'll see what a great job you've done.

Are these requirements? Roughly, yes. These are our expectations of you during the year. Do you have to accomplish them all by yourself? Perish the thought! There is a dedicated team of people at the national level who exist to help you accomplish your goals. As a chapter officer, you should demand tons of help from the national office and the BOT.

April

* [**Contact the national office with new chapter officers and contact information**](http://www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx) (necessary to receive AMSA mailings)
* Transfer chapter materials (bank account, names, addresses, etc.)
* Hold a local chapter meeting to introduce new leaders, discuss rough outline for coming year, fill any unfilled leadership positions
* Meet with your Dean to discuss financial support for you and your chapter throughout the year

May

* Submit online recruitment order to the national office
* Begin preparing local chapter/recruitment letter
* [**Inform national office of any address changes**](https://online.amsa.org/amsassa/ssaauthmain.login_page)

## summer2.gifSummer: Hot Fun in the Summertime

Transitioning is under control and you are well on your way to a successful year. Most of your responsibilities for the upcoming year are probably individualized to your chapter. There are, however, a few items that deserve your attention during the summer.

The summer is a mere prologue to your school's orientation. Be sure to schedule late summer and early fall meetings with your fellow chapter officers so you are not caught unprepared for your recruitment activities during school orientation. If you are not involved directly in your school's orientation, get involved. There is no better way to be highly visible and well known by the new first year students.

June

* Download recruitment materials from the AMSA website
* Mail local chapter welcome/recruitment letter to incoming freshmen with 1st year orientation letter

## fall.gifJuly, August and September: ORIENTATION

Our repetition on this subject may get old, but a chapter can make or break a year here. View the AMSA Chapter Officer Webpage for plenty of materials and ideas, and then follow your orientation with an organizational meeting to start involving new members. Next, start a simple project that a few new members can work on. Whether a voter registration project or a blood drive, a simple project will make them feel involved and might help you identify some really interested members early on.

July

* Start to consider and organize local project and fundraising ideas
* Create social media platform(s) to communicate with your members: Facebook page, Twitter account
* **Download recruitment materials from the AMSA website**

August

* **Meet with your officers about recruitment- create game plan and consider a mock-tabling session**
* Recruit new members!!!
* Do “What is AMSA?” presentation for new membership

September

* Publicity/fundraising for local and regional AMSA events
* [**Begin local projects - document everything!**](http://www.amsa.org/resource/projects/projectdirectory.cfm)

## turkey.pngOctober and November: AMSA FALL CONFERENCES

[AMSA Fall](http://www.amsa.org/AMSA/Homepage/Events/AMSAConferences.aspx) Conferences are the high point of the fall season, and you should budget accordingly so you can haul some AMSA folks on the road. Start promoting the conferences several months ahead of time. The superb speakers and workshop programming are great ways to introduce first year students to regional and national AMSA.  
  
Speaking of turkeys, [have you spoken to your Regional Director lately](http://www.amsa.org/AMSA/Homepage/About/NationalLeadership.aspx)? Communication during the winter months can bog down under exams. This is a good time to make sure all of your projects are running smoothly and to troubleshoot problems. It's never too late! And always-fundraise!

October/November

* [**Attend Empowering Future Physicians Conference**](http://www.amsa.org/AMSA/Homepage/Events/AMSAConferences.aspx) **& Leadership Training**
* Think about convention, resolution writing, committees, etc.
* Put on great programming!

## December: RECRUITMENT GOALS

December is a good time to assess your [New Member Recruitment](http://www.amsa.org/AMSA/Libraries/Chapter_Officer_Docs/5_Tab_05_New_Member_Engagement.sflb.ashx). If you had a successful recruitment drive, congratulations! If not, plan for a winter recruitment drive after the holidays. December is also the time to revisit your timeline to see if you have achieved your goals for the fall season. Talk with your fellow officers about new ideas to spice up the coming year. And be aware . . . the Big One is coming! The [Annual Convention](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx) is coming in March, and deadlines for national convention committees, submission of resolutions to the House of Delegates (HOD), and early registration are rapidly approaching. If you wait until after the holidays, it may be too late to organize these efforts.

December

* [**Register for AMSA's Annual Convention**](http://www.amsa.org/AMSA/Homepage/Events/Convention/Registration.aspx)
* House of Delegate deadlines: resolutions; reference, credentials & leadership nomination applications
* [**National Golden Apple Award applications due**](http://www.amsa.org/AMSA/Homepage/Events/Convention/GoldenApple.aspx)
* Cut-off for medical membership applications to be received to be included in delegate calculations

## winter.gifJanuary: MONEY

Fundraising for Convention, it can happen now! January is also an excellent time for a winter recruitment drive when returning students may be more willing to participate in extra-curricular activities after the initial fear of exams is gone.

You should be formulating plans for the upcoming [Annual Convention](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx). If you have a small chapter, think about getting a few first year students psyched to go - it's a great motivator for future leaders. If you have a large chapter and plan to send lots of folks, appoint one reliable student to organize advertising, fundraising, travel, and logistics for the event. If you need help, your Regional Director or AMSA's vice president for finance are a [call away](http://www.amsa.org/AMSA/Homepage/About/NationalLeadership.aspx)!

January

* **Chapter Success Paul R. Wright Chapter Award Nominations Due**
* Winter Recruitment
* [**Prepare for Annual Convention - begin fundraising to get your members there**](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx)
* [**Make travel & hotel arrangements for convention**](http://www.amsa.org/AMSA/Homepage/Events/Convention/HotelTravel.aspx)
* Notification of number of delegates
* [**Register for AMSA's Annual Convention**](http://www.amsa.org/AMSA/Homepage/Events/Convention/Registration.aspx)

## February: ANTICIPATION

Your chapter's collective engine begins to rev for the [Annual Convention](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx). You will be sent information, but check the AMSA website for current updates. Have anyone who wants to be a delegate get together and review the HOD resolutions: your chapter has a responsibility to have a position on them! These resolutions represent AMSA's internal policy and our principles on issues such as medical education and health policy. Often, they shape the issues on which we will lobby Congress in the upcoming year. If individuals in your chapter are seeking National Offices, let your whole chapter know. And while you're at it, why don't you think about a National Office? Do you have the stuff it takes to be an RD? Does an [Action Committee](http://www.amsa.org/AMSA/Homepage/About/Committees.aspx) position interest you? Check into it!  
  
February is especially important for identifying the future leaders of your chapter. If you know a first-year who has worked hard all year for you and who has that AMSA spirit, take a special interest in getting them to Convention. Once there, their AMSA light will burn full time.

**AMSA is spelled F-U-N**

During all this, don't let go of an important fact: enjoy yourself. Leadership should be fun, not hard labor.

February

* Deadline to pre-register delegates for HOD
* [**House of Delegates resolutions**](http://www.amsa.org/AMSA/Homepage/Events/Convention/Resolutions.aspx) and [**candidates for national office**](http://www.amsa.org/AMSA/Homepage/Events/Convention/Candidates.aspx)are posted online
* Chapter meets to discuss resolutions and candidates
* [**Get ready to attend the ANNUAL CONVENTION**](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx)

## March: GO TIME

At this point, you’ve had an amazing leadership year and your chapter is fully engaged. Now it’s time to celebrate the year and prepare for the Spring transition period. Convention is a biggie this time of year and you won’t want to miss out.

March

* [**Annual Convention**](http://www.amsa.org/AMSA/Homepage/Events/Convention.aspx)
* Elect New National Leadership
* Elect new local chapter officers
* Transitioning begins between old and new officers
* Organize a membership committee - brainstorm for activities, create a rough outline for upcoming year



# AMSA’s Mission

**AMSA’s Purpose**

AMSA inspires a community of future physicians through education and advocacy.

**AMSA’s Mission**

The American Medical Student Association is committed to improving health care and healthcare delivery to all people; promoting active improvement in medical education; involving its members in the social, moral and ethical obligations of the profession of medicine; assisting in the improvement and understanding of world health problems; contributing to the welfare of medical students, premedical students, interns, residents and post-MD/DO trainees; and advancing the profession of medicine.

**AMSA’s Strategic Priorities**

**Quality, Affordable Health Care for All**

AMSA mobilizes students in advocating for quality, affordable health care for all. AMSA works through state and national coalitions to improve existing public programs and to advocate for a public national health insurance program.

**Global Health Equity**

This encompasses the issues of wellness, safety, opportunity and environment that make up a healthy society. It also highlights the interconnected nature of all people and our responsibility for rational and proportional assistance for all people, regardless of the country in which they live. Justice and equity are paramount to assuring that race, religion, income, gender, sexual preference or nationality are not factors limiting access to quality care.

**Enriching Medicine through Diversity**

As the world becomes more integrated and mobile, the need for a health care workforce to reflect our society grows more acute. AMSA’s independence was fueled by the civil rights era and continues today in advocacy for culturally-appropriate care, underrepresented providers in medicine, and admission criteria that do not disadvantage those from different backgrounds.

**Professional Integrity, Development, and Student Well-Being**

Physicians have long had a sacred social mission and AMSA seeks to help create physicians who uphold their duties to patients and society alike. An important aspect of professionalism, however, entails self-care, and we are dedicated to helping physicians-in-training through undergraduate, medical and residency training while maintaining balance and retaining commitment to personal and professional growth.