Purpose of the Health Policy Team

The Health Policy (HP) team is responsible for developing AMSA's policy positions and legislative agenda, for supporting policy-related programming and advocacy, and for promoting AMSA's presence and visibility in policy-related efforts.
During the summer, the HP team will update AMSA's legislative agenda for the upcoming year. This process will require the assistance of other national leaders and staff, a deep understanding of AMSA's mission and principles, and knowledge of current policies and policy opportunities. A brief update report is encouraged halfway through the year.
The Health Policy Team will also participate in development and planning of Advocacy Day (if scheduled) by contributing their expertise and legislative updates to the planning committee.
The make-up of the Health Policy Team has been designed to cover issues that are addressed throughout AMSA's Action Committees & Teams as well as campaigns. Each policy coordinator provides policy-related expertise for corresponding Programming/Advocacy Coordinators. The policy coordinators are also encouraged to initiate policy-related programming and advocacy in collaboration with Programming/Advocacy Coordinators, as well as promote skills in policy-related advocacy in collaboration with the Advocacy Development Coordinator.

Role of the Health Equity Policy Coordinator on the Health Policy Team

The Health Equity Policy Coordinator will assist in the development of AMSA's legislative agenda, particularly in areas of health equity.
The Health Equity Policy Coordinator will be responsible for contacting, consulting, and collaborating with the Programming/Advocacy Coordinators on the Global Health, Community & Public Health, Race, Ethnicity, & Culture in Health action committees, as well as the leaders of the Health Care for All campaign. The Global Health Policy Coordinator will research current policies, determine the policy positions that AMSA may support, and identify strategies/areas for policy-related efforts, particularly in areas of health equity.
The Programming Coordinators will confer with the Health Equity Policy Coordinator to identify strategies/areas for policy-related programming for our membership. The Advocacy Coordinators will confer with the Health Equity Policy Coordinator to identify strategies/areas for policy-related advocacy by our membership.
Note that the Programming Coordinators and Advocacy Coordinators will remain under the direction of their respective Chair.

As a national Policy Coordinator, the Gender & Sexuality Policy Coordinator will fulfill the duties of a national Policy coordinator as described further below.

Meetings for National Coordinators

<u>Required Meetings for the 2017-2018 Leadership Year</u>:

- Committee meetings (online, 1-2x/month)

- Building on Foundations leadership training & planning meeting (Sterling, VA, May 19-21, 2017)

Encouraged Meetings for the 2017-2018 Leadership Year:

- Chapter Officer Recruitment and Engagement (CORE) trainings (online, summer 2017, dates TBD)
- Fall Conferences (location TBD, fall 2017, dates TBD)
- National Convention (Washington, DC, March 8-11, 2018)

Role of National Policy Coordinators

1. Leadership of AMSA

Programming Coordinators serve as national leaders of AMSA. Particularly in their content area, they will utilize and develop skills in leadership to…

- Represent AMSA's mission and work to our members, our partners, and the public.
- Work effectively and responsibly with members, leaders, and staff.
- Build the organization by refining our principles and operations, inspiring members and leaders, and strengthening AMSA's presence.

2. Content expertise

Programming Coordinators serve as content experts for AMSA. Particularly in their content area, they will utilize and develop skills in research and communication to...

- Build knowledge in their content area, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.
- Document knowledge for the reference of members, leaders, or staff.
- Provide consultation for members, leaders, or staff.
- Critically assess and revise AMSA's principles, primarily through resolutions.

3. Policy development

Policy Coordinators work to design, develop, and execute various elements of AMSA's policy. These elements include legislative agenda items, action alerts, letters and blog posts, communications with health policy leaders, partnerships with policy-driven organizations, opportunities for programming or advocacy. Particularly in their content area, they will utilize and develop skills in policy to...

- Create policy-related programming in collaboration with Programming Coordinators.
- Identify opportunities for policy-related advocacy in collaboration with Advocacy Coordinators.
- Identify opportunities for AMSA to act as an organization, e.g., letter sign-ons.
- Provide updates on policy to AMSA members and leaders.

- Maintain relationships with partnership organizations for AMSA, and identify or connect with new partners, particularly toward collaborative policy efforts.
- Engage members regularly in policy efforts.
- Support members in their own policy efforts.
- Provide assistance in planning of Advocacy Day, if scheduled.

Expectations & Accountability of National Policy Coordinators

1. The term of Coordinator is one year beginning on May 1 and ending April 30 of the following year. A transition period begins after the coordinator is chosen/notified until the beginning of the term, during which the incoming coordinator will work closely with the outgoing coordinator to learn about the position and the work of the committee/team.

2. Coordinators serve on a committee/team and have oversight from their respective Chair. In addition, they will be supported by the Vice President for Leadership Development and the Vice President for Programming Development.

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.

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. Leaders will be expected to establish contact with their respective incoming Chapter Officers following Building on Foundations within the first month of their school calendar, in order to explain their role in national AMSA and to assist officers with chapter transition. They will also attempt to attend both the chapter's tabling events and initial recruitment meeting. Leaders will also have the option of coordinating with the national membership team to plan visits to neighboring chapters and to ideally cultivate those visits before the beginning of the neighboring chapter's school calendar.