

Purpose of the Professionalism & Ethics Action Committee

The Professionalism & Ethics (PE) Action Committee is responsible for executing AMSA's programming and advocacy efforts in issues of professionalism and ethics, including but not limited to patient safety, quality improvement, professional behavior, interprofessional care, clinical ethics, research ethics. The PE action committee seeks to promote professionalism over commercialism, teamwork over isolation, patient safety, and patient-centered care.

Role of the Advocacy Coordinator of the Professionalism & Ethics Action Committee

The PE Advocacy Coordinator is responsible for executing AMSA's advocacy efforts in issues of professionalism and ethics.

As a national Advocacy Coordinator, the PE Advocacy Coordinator will fulfill the general duties and responsibilities of a national Advocacy Coordinator as described further below.

Meetings for National Coordinators

Required Meetings for the 2017-2018 Leadership Year:

- 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 Advocacy Coordinators

1. Leadership of AMSA

Advocacy Coordinators are 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

Advocacy 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. Advocacy development

Advocacy Coordinators work to design, develop, and execute various elements of AMSA's advocacy. Advocacy includes but is not limited to grassroots organizing, awareness campaigns, membership engagement and mobilization, contacting policymakers, etc. Particularly in their content area, they will utilize and develop skills in advocacy to...

- Continue sustaining projects and create new advocacy projects.
- Identify gaps in physician training as opportunities for advocacy.
- Promote advocacy opportunities to membership.
- Assess the effectiveness of AMSA advocacy and areas for improvement.
- Collaborate with members, leaders, or staff in the development of AMSA advocacy.
- Maintain relationships with partnership organizations for AMSA, and identify or connect with new partners, particularly toward collaborative advocacy efforts.
- Engage members regularly in advocacy efforts.
- Support members in their own advocacy efforts.

Expectations & Accountability of National Advocacy 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 Advocacy Development Coordinator, 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.