AMSA 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; but AMSA does encourage chapters to elect a President, a Legislative representative and Action Committee Representatives. All other officers are at the discretion of your chapter; however you may want to elect a recruitment coordinator, a chapter treasurer, and an official delegate for AMSA's House of Delegates.

<u>PRESIDENT</u> - 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.

- <u>TREASURER</u> we suggest that your chapter President and Treasurer be jointly responsible for your chapter's finances. The Treasurer can be responsible for creating a budget for the year: developing a strategic plan to accomplish your fundraising goals; managing your chapter's money, check writing, and expense approving; and for raising and distributing funds for regional and national conference attendance.
- RECRUITMENT COORDINATOR this person will be a very visible part of your fall and winter recruitment drives, so choose an extrovert- someone who revels in the spotlight but who will also pitch in to get the job done. The coordinator may organize events such as a picnic/barbeque, a big sibling/little sibling activity, or a survival seminar as part of recruitment efforts. After you select your coordinator, relay his/her name to your regional trustee and Membership Services by calling 1-800-767-2266. AMSA will provide all of the needed supplies for your recruitment drive.
- <u>LEGISLATIVE REPRESENTATIVE</u> the Legislative Rep is your chapter's primary contact with legislative activities of the Health Policy Action Committee. This officer can distribute information from the National Office about current legislation affecting medical students; serve as the key link for communicating local and state legislative issues affecting medical students to AMSA's National Office; and facilitate local chapter member involvement in legislative issues.
- COMMITTEE REPRESENTATIVES AMSA has ten committees: Community & Environmental Health; Global Health; Health Policy; Medical Education, Premedical Leadership, Wellness & Student Life; Grassroots Organizing; Gender & Sexuality; Medical Professionalism; and Race, Ethnicity & Culture in Health. The committee representative serves as an intermediary between their respective committee and the local chapter, and distributes information concerning activities and projects on issues related to each. This person should subscribe to the associated community on Inspiration Exchange and post interesting news on your organizational bulletin board or common areas at your school; promote AMSA opportunities to chapter members; attend programs coordinated by the committees at the National Convention; and coordinate local projects on committee issues.

If you elect committee liaisons before the national convention, you can assign these individuals to attend the meeting times and programming coordinated by each committee to familiarize themselves with their respective committee. If you elect committee liaisons after the national convention, encourage those attending convention to find a committee they're interested in, attend the programming, and volunteer to become the liaison for the next year.

NATIONAL PRIMARY CARE WEEK COORDINATOR - AMSA encourages all our chapters to celebrate National Primary Care Week (NPCW). You need at least one student coordinator to organize the week's events and to serve as a contact for the AMSA National office. Because NPCW is an interdisciplinary effort, students from all health profession disciplines (nursing, public health, social work, physician assistant, dentistry, etc.) are eligible to become local coordinators. We encourage coordinators representing each of the health professions to work together to create NPCW at the local level. As a local NPCW coordinator you will have the opportunity to:

- Meet leaders in primary care and invite them to speak during NPCW;
- Work with health professional students and your local Area Health Education Center to plan the week's events;

- Involve your local elected officials and the media in your NPCW activities; and
- Organize a week's worth of events to further your classmates' understanding of primary care.

OFFICIAL DELEGATE- each year at National Convention, the House of Delegates (HOD), the official legislative body through which AMSA creates national policy, meets to discuss current resolutions to the organization's Constitution and Bylaws or to the PPP (Preamble, Purpose and Principles). The official delegate from each chapter is the policy maker for that chapter: he or she votes on the policies that define what AMSA is and what it stands for. The Official Delegate can be responsible for discussing resolutions and candidates for national office with your chapter members before the National Convention, and for facilitating discussions about AMSA's policy so that your chapter can make informed decisions on each resolution. This person is then responsible for voting in the HOD based on the chapter's collective decision/opinion. Delegates need not be experienced in parliamentary procedure to take part in the House of Delegates. For more information, visit the website at www.amsa.org/HOD.

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 and secretary. 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.

<u>COMMITTEE BASED CHAPTER</u> - 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.

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.

Chapter Officer Checklist





	10 00	
	Submit New Officer contact information by calling 1-800-767-2266 or online at	
	www.amsa.org/AMSA/Homepage/Chapters/CoSubmit.aspx.	
	Log in and access your chapter's very own InEx community to communicate with your chapter	
	members, upload document resources, announce events, and more. Chapter presidents are	
	automatically assigned as community administrators and are able to assign administrative roles to	
	other members/officers as needed. Review the Community Admin Guide available in the Chapter	
	Leadership resource library for details.	
	Participate in the Chapter Leadership InEx community to collaborate with other chapter officers.	
	Read the Chapter Officer Guide	
	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	
	\square Submit online recruitment order form to the National Office (June deadline)	
	☐ Write a welcome letter for orientation packets	
	\square Sign up for and get materials prepared for your school's recruitment fair	
	Schedule a meeting with your Dean or Dean's Office contact 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	
Q	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 Member Benefits



Education & Clinical

Lippincott Williams & Wilkins (LWW): Members receive 30% discount on all LWW products.

Kaplan: Members receive 10% course discount off the retail tuition price of a comprehensive MCAT program. Members also have an opportunity to register for a free online Verbal Edge. Chapters are eligible to receive course scholarships.

USMLERx: Members receive discounts on test bank products. Chapters are eligible to receive Qmax scholarships for Step 1 and Step 2.

LexiComp: Members receive discounts on products through the exclusive AMSA internet store, \$150 for a one year subscription to LexiComplete and a discounted rate of \$99 for a one year subscription to LexiClinical Suite.

The Medical Store: Chapters have an opportunity to host an instrument sale for fundraising. Chapters receive a profit from their sale in which money goes directly back to their chapter. Online store and fundraising online is also an option.

DrSmarts: Members receive access to licensure exam content spanning from Step 1 of the USMLE through Board Certification, progressive tracking on r daily quiz achievement on a personalized Dashboard, and weekly rewards and monthly scholarships opportunities for registrants.

Thieme Medical Publishers: Members receive 40% off, free shipping, and no tax* for all titles on Thieme.com.

Financial & Insurance

GEICO: Members receive discounts on car insurance, homeowners insurance, renters and condo insurance.

GL Advisor (GLA): Members receive one free personalized student debt assessment and a free initial one-on-one consultation with an advisor, receive a \$75 discount for the first 12 months of service, and exclusive financial educational content.

Bank of America (BOA): Members are eligible for exclusive cash back rewards credit cards and other banking services.

Assurant Health: Members can purchase plans that provide health, dental, accident, cancer & heart/stroke coverage.

Academic Group Medical Malpractice Insurance: Members receive 10% off standard policy rates f or medical professional liability coverage required for clinical electives in the US or travelling anywhere in the world.

Personal Discounts

WorldWide Travel Discounts: Members have access to discounted rates at hotels and car rental services. Rates are typically 10-20% but can range as low as 50% off.

Choice Hotels: Members receive 15% off all reservations.

Alamo/National Car Rental: Members receive up to 20% off all reservations.

My Nerds: Members receive up to \$15 computer repair services.

VisionDirect: Members receive 10% discount on all purchases.

More information on all our member benefit programs can be found online at www.amsa.org/benefits.

Remember Our BENEFIT PARTNERS

Always remember to use and promote our benefit partners. Their support helps AMSA support you.



















AMSA New Member Promotional Giveaways



When new members join they will receive these generous gifts!

New Domestic Medical Members



^{*} Offer good for new AMSA Domestic Medical Student members only, while supplies last.

New International Medical Members



^{*} Offer good for new AMSA International Medical Student members only, while supplies last.

New Premed Members



^{*} Offer good for new AMSA Domestic Premedical Student members only, while supplies last. A minimal S&H fee will apply.

Chapter Officer Timeline



Spring / Transition: The Adventure Begins

In-coming Officers

- Make sure you have updated your **Chapter Officer contact information** with AMSA, which includes an updated address.
- As a new officer, you will automatically be subscribed to our **chapter officer community in Inspiration Exchange** (AMSA's member-only online networking platform), which
 allows officers the opportunity to communicate and share with fellow AMSA officers
 (project ideas, recruitment questions, etc). It also allows for updates and information from the national office.
- 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** or **premedical** 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.

<u>April</u>

- Contact the national office with new chapter officers and contact information (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

Summer: 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 as you do your research/externship/ tour of Tibet in the summer sun.



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. Offer your chapter's full support to the Dean-they will at least let you pitch in and at most put AMSA's name on it.

June

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

July, 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
- Inform national office of Residency Fairs in your area
- Create social media platform(s) to communicate with your members: Facebook page, Twitter account, (an InEx group already exists for your chapter check it out at inex.amsa.org!)
- · Download recruitment materials from the AMSA website

<u>August</u>

- 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
- Request a chapter visit by a National Officer

September

- Publicity/fundraising for local and regional AMSA events
- Attend Residency Fairs
- Begin local projects document everything!

October and November: AMSA CONFERENCES

AMSA Empowering Future Physicians Conferences (EFPCs) 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.



Hey, even AMSA gives thanks for its blessings. Speaking of turkeys, have you spoken to your Regional Director lately? 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 alwaysfundraise!

October

- Attend Empowering Future Physicians Conference & Leadership Training
- Attend Residency Fairs
- Put on great programming!

November

- Attend Residency Fairs
- Think about convention, resolution writing, committees, etc.



December: RECRUITMENT GOALS

December is a good time to assess your New Member Recruitment. 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 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
- House of Delegate deadlines: resolutions; reference, credentials & nomination applications; candidates for national office
- National Golden Apple Award applications due
- Cut-off for medical membership applications to be received to be included in delegate calculations

January: 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. 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!

<u>January</u>

- Chapter Success Paul R. Wright Chapter Award Nominations Due
- Winter Recruitment
- Prepare for Annual Convention begin fundraising to get your members there
- Make travel & hotel arrangements for convention
- Notification of number of delegates
- Register for AMSA's Annual Convention

February: ANTICIPATION

Your chapter's collective engine begins to rev for the Annual Convention. 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 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 time, don't let go of an important fact: enjoy yourself. Leadership should be enjoyable, not hard labor.

<u>February</u>

- Deadline to pre-register delegates for HOD
- House of Delegates resolutions and candidates for national office are posted online
- Chapter meets to discuss resolutions and candidates
- Get ready to attend the ANNUAL CONVENTION

March

- Annual Convention
- Elect New National Leadership
- Elect new local chapter officers
- Transitioning begins between old and new officers
- MATCH DAY
- Organize a membership committee brainstorm for activity ideas, 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.





Rowan University School of Osteopathic Medicine **OCTOBER 11-13, 2013**



Morehouse School of Medicine OCTOBER 18-20, 2013 & Medical College of Georgia



FOR INFORMATION AND REGISTRATION: AMSA.ORG/CONFERENCES