



LATINO MEDICAL STUDENT ASSOCIATION

NATIONAL ELECTIONS INFORMATION AND APPLICATION

2019-2020 ADMINISTRATIVE YEAR

Table of Contents

I. IMPORTANT INFORMATION.....	3
A. ELECTED EXECUTIVE POSITIONS	
A. National President	4
B. Vice President of Internal Affairs	6
C. Vice President of External Affairs	7
D. Chief Development Officer	8
E. Chief Financial Officer	9
F. Chief Informational Officer	10
IV. APPOINTED NATIONAL OFFICER COMMITTEE POSITIONS	
<i>General Responsibilities</i>	11-12
IV. ELECTIONS APPLICATION CHECKLIST.....	14

Overview

Elections will be held at the National Conference in Lubbock, Texas. Elections will be in the afternoon on **Saturday, March 23, 2019**.

Candidate Eligibility

- B. In order to be eligible for nomination, the nominee must be a dues paying member of the LMSA.
- C. Candidates are required to submit the following materials:
 - o Completed Application, including and position desired and responses
 - o Resume/CV
 - o Professional headshot
 - o Letter of Good Academic Standing in accordance with respective school policies signed by a school official.
 - o Letter of intent
 - o Endorsement letter by any current or former National or Regional board member (not required)
 - Writer should send to elections@lmsa.net

Candidates Seeking National Committee Appointments

Prior to the National Conference, the Elections Committee will communicate with each candidate being considered for a National Committee position. At said time, the committee will address the candidate's goals and ideas and how they align with the National objectives for the upcoming administration.

To remain eligible for a Committee Chairperson position, candidates must submit the required documents by the deadline and should attend the BOD meeting on **Sunday, March 24 at 9:00 am** for BOD approval and swearing in. Committee Chairpersons are then expected to participate in the BOD meeting and BOD transition session. As such, candidates should **plan to leave the convention by 4:00 pm on Sunday**. If you have a scheduling conflict you must notify the Elections Committee.

Candidates Seeking Elected and Appointed Positions

Individuals applying for both an elected and appointed committee position will first be given preference for the elected position since election of the national executive committee occurs prior national officers appointments.

Application Instructions

- 1) Submit completed online application
- 2) compile all required documents and send in one email to elections@lmsa.net by **March 17, 2019 11:59 EST**. If not present during elections candidates can submit video footage on above due date. The Elections Committee will review all applications and certify them. Parties submitting late applications for elected offices can only be nominated from the floor once all other candidates' materials have been distributed. All candidates are encouraged to submit their materials early.

ELECTED NATIONAL OFFICERS

National President

Term of Appointment: 1 year

Prerequisites: 1 year experience on Executive Committee or BOD

A. General

1. Shall be informed of and in agreement with all decisions regarding the LMSA and shall be in communication with and have equal access to all important ancillary personnel.
2. Shall schedule a private meeting with the Executive Director and VCIA and VCEA to ensure adequate transition of the position and familiarity with office operations for all.
3. Shall attend or delegate attendance at meetings where LMSA's representation has been approved by the delegates or BOD when the House is not in session, or the Executive Committee when the BOD is not in session. The LMSA will pay for all such travel when not provided by host organization.
4. Shall serve as the primary national spokesperson of the LMSA by attending events and meetings of importance to the Association within its financial capabilities as designated by the BOD.
5. Maintain and strengthen relationships between the LMSA and other partner organizations, particularly through representation in alliance relationships alongside work completed by the VCEA and respective sub-committees.
6. Shall work with respective executive committee members to ensure implementation of mandates and resolutions accepted by the delegates.
7. Work with the executive committee and national committee chairpersons to increase involvement, enthusiasm, and diversity of the medical student, pre-medical student, and professional membership of LMSA.
8. Submit recommendations for action to the BOD and to delegates at our annual national conference.
9. Communicate regularly with membership, board of directors, and executive committee through emails, conference calls, and other feasible means.
10. Implement the Executive Agenda, with the input and assistance of the Executive Director, VCIA, and VCEA.
11. Shall assist in the development of an Annual Report along with other officers of the Executive Committee.
12. Will preside over Congress of Delegates at LMSA Policy Summit.
13. Shall co-sign charters for newly chartered chapters or assign a surrogate to do so.
14. Submit "Letter from the president" to all issues of the *Journal of the Latino Medical Student Association*.
15. Shall preside and give the inaugural address at the formal opening meeting of the LMSA National Conference.

B. National Committees

1. Shall appoint, subject to ratification, all National Committee Chairpersons and present those appointments to the BOD for their ratification at the closing session of the BOD meeting of the LMSA National Conference, as terms expire or vacancies occur.
2. Take primary responsibility for the fulfillment of committee goals and objectives and the implementation of programs administered by National Committees, as approved by the BOD and member delegation.
3. Serve as an ex-officio member of all committees.
4. Shall review the responsibilities of each committee chairperson with them before their appointment.
5. Shall communicate with all committee chairpersons on a regular basis to discuss the progress of each committee's goals and objectives.
6. Shall report on committee progress at each Executive Committee meeting.
7. Shall inform all committee chairpersons of any decisions made by BOD or Executive Committee that pertains to that committee.

A. Executive Committee

1. Shall preside over Executive Committee meetings.
2. Shall relay all decisions of the Executive Committee regarding a particular committee to that committee chairperson and make interim reports available to the BOD.

B. Board of Directors Meetings

1. Will attend BOD meetings and submit reports as requested by the BOD.
2. Shall present all Presidential appointments to the BOD for ratification. If it is between BOD meetings, such proposed appointees must be confirmed by e-vote before assuming post.
3. Shall work with the Executive Director to design the agenda and logistics of the Executive Committee.

ELECTED NATIONAL OFFICERS

Vice-President of Internal Affairs

Term of Appointment: 1 year

A. General

1. Work with the President in the implementation of the Executive Agenda.
2. Shall officiate for the President in his/her absence or at his/her request.
3. Assume the duties and powers of the President for the remaining term in the case of the President's removal by resignation, illness, death or other cause
4. Submit articles to issues of the *Journal of the Latino Medical Student Association*.
5. Serve as the key person for program development within LMSA. Employs content expertise in evaluation metrics, deliverable goals, sustainability, and long-term planning for initiatives.

B. Board of Directors Meetings

1. Is a non-voting member of the BOD
2. Shall employ skills in strategic organizational thinking, long-term planning, resource allocation, and advocacy to update and guide the Board and National President with regard to LMSA's mission.

C. Executive Committee

1. Is a member of the Executive Committee.
2. Shall report any updates with the national projects to the Executive Committee.

D. National Committees

1. Serve as leader of the internal affairs committee which include CIO, CDO, CFO, VP of Mentorship, and National Conference Coordinator
2. Support all committee and team chairs as they plan and guide the work of their respective committees. This will include monthly meetings to assess progress.
3. Shall serve as a member of the Elections Committee

ELECTED NATIONAL OFFICERS

Vice-President of External Affairs

Term of Appointment: 1 year

A. External Affairs

1. Improve the collaborations of LMSA with external organizations.
2. Appoint liaisons to partner member organizations with approval of BOD. Liaisons should be full members in both organizations.
Liaisons to Partner Organizations Goal: Facilitate the exchange of information between LMSA and the respective organization. Serve as main point of contact between the leadership of the LMSA and the respective organization.
3. Advise LMSA liaisons and coordinate their external communication efforts on important current LMSA initiatives, programs, and policy positions.
4. Research and identify organizations with which LMSA would benefit from endorsement and/or partnership and recommend these organizations to the Board of Directors.

B. MOU's

1. The VPEA maintains and regularly reviews a record of all of LMSA National's MOUs, contracts, and agreements.
2. The VPEA is responsible for knowing deadlines, and commitments, and expiration dates on all MOUs and keeping their information up to date.
3. The VPs give the VPEA any MOUs, contracts, agreements, or documents that need to be approved by the National Board of Directors.

C. Executive Committee

1. The VPEA regularly meets with the Executive Committee composed of the Vice Chair of Internal Affairs, President, and Chief Financial Officer and shall provide updates about upcoming projects and MOUs, contracts, agreements, and documents.

D. External Affairs Board

1. The VPEA meets monthly with the External Affairs Board (EAB), consisting of the VPEA, the Chair of Public Relations, Policy Chair, VP of scholarship, and the VP of fundraising.
2. Shall inform all members of EAB of pertinent updates at executive board.
3. Support all committee and team chairs as they plan and guide the work of their respective committees. This will include monthly meetings to assess progress.

ELECTED NATIONAL OFFICERS

Chief Development Officer - CDO

***Job description also used for Deputy CDO

Term of Appointment: 1 year

I. General

A. Goals

1. Respond to membership needs.
2. Incite enthusiasm in the membership for the organization and its purpose.
3. Increase membership recruitment and retention through chartering of new chapters, and informing membership of available membership benefits.
4. Collaborate internally between Regional CDOs and national board.
5. Maintain National Chapter Registry updated and complete.

B. Responsibilities

1. Reply to membership contact forms submitted to LMSA.net
2. Point of contact for new chapters seeking establishment.
3. Establish and maintain engagement with Deputy CDO and Regional Chief Development Officer.
 1. Monitor and evaluate recruitment goals.
 2. Schedule and facilitate monthly conference calls.
4. Communicate regional events, resources, and membership needs or concerns to the Vice-Chair of Internal Affairs.
5. Consult with Chief Financial Officer regarding membership fees.
6. Assist the National President and the Financial Committee with the investigation and maintenance of membership benefit contracts.
7. Maintain communication with members
 1. Advertise membership benefits
 2. Inform members and chapters on the history and founding principles of LMSA.
8. Work alongside National Publication Chairs and Public Relations Chair to compile chapter/regional level highlights for distribution.

II. Committee Structure

A. Chief Development Committee

1. Consists of National CDO, Deputy DCO, and Regional Chief Development Officers.

B. Objectives

1. Maintain alumni database.
Maintain and update a residency survey for distribution to graduating LMSA members.
2. Solicit recent LMSA graduates, encouraging continued LMSA membership as physician/patron members or life members.

ELECTED NATIONAL OFFICERS

Chief Financial Officer

Term of Appointment: 1 year

A. General Responsibilities

1. Provide guidance and make recommendations on financial matters affecting the organization.
2. Collaborate with the National President to prepare and adhere to the organization's budget.
3. Shall keep and maintain the organization's checking account and ensure proper management of all bank and investment accounts.
4. Manage reimbursements of the national officers, BOD, and national committees in a timely manner.
5. Collaborate with the National President, the National Finance Committee, and Vice President of External Affairs to establish and maintain financial support for the organization from individual and corporate donors.
6. Serve as chairperson of the National Finance Committee.
7. Shall have signing authority on the organization's petty cash account.
8. Secure consistent funding and/or marketing sources for printing and distribution of publications in collaboration with Publications Chair and Vice President of Fundraising.
9. Shall maintain 501(c)3 status for the National Organization, and assist Regional Chief Financial Officers in maintenance of their status, as necessary.

B. Board of Directors Meetings

1. Chief Financial Officer is not a member of the BOD but may be required to speak to the BOD on the financial status of the Association.
2. Shall report biannually to the BOD detailing the present financial condition of the organization, including:
 - i. Year-to-date income statement detailing all expenditures and received revenues
 - ii. All accounts payable and accounts receivable
 - iii. Present bank balance of all National accounts.
 - iv. Separate account of any national debts.
3. Shall present a proposed budget for the fiscal year to the BOD at the first meeting for approval and for the final fiscal year report

C. National Executive Committee

1. Shall serve as a member of the Executive Committee.
2. Shall address the financial needs and growth of the National organization through communication with Regional Chief Financial Officers from every region; provide guidance to the Board of Directors on matters related to income and expenditures for current operations, and for recommending future fiscal objectives.

ELECTED NATIONAL OFFICERS

Chief Information Officer

Term of Appointment: 1 year

1) Secretary General

The Secretary shall keep the minutes of all National meetings. Further, the Secretary shall attend to the giving and serving of all notices of the corporation. The Secretary shall properly keep, or cause to be kept, the record books of the Corporation.

a. General Responsibilities

- i. Ensuring the meeting minutes are transcribed, edited, and distributed in a timely manner.
- ii. Assisting the National president with BOD national emails.
- iii. Shall sit on the Internal Affairs committee for the compilation of the Policies and Procedures Manual and other documents as necessary.

b. Meeting Responsibilities

- i. Board of Directors Meetings
 1. Is a non-voting member of the BOD.
 2. Shall keep written minutes of the BOD meeting
 3. Assure that BOD minutes are kept close to verbatim
 4. Shall maintain a roll of all BOD members in attendance at each BOD meeting
- ii. National Meetings
 1. Is a voting member of the Executive Committee
 2. Conduct all voting and elections, including ensuring quorum, tallying votes during an election and ushering in newly elected officers.
 3. Shall assist in the compilation and distribution of the monthly National Executive Meetings agenda

2) General (Parliamentarian)

The Parliamentarian is responsible for the application of Roberts Rules during all meetings and conferences. The Parliamentarian is also responsible for conducting all voting and elections, including tallying votes during an election.

Responsibilities

1. Oversee the Constitution, its interpretation, and its amendments
2. Incorporate amendments adopted into the existing Constitution.
3. Shall present and obtain a vote for all proposed amendments during term of office

A. Executive Committee

1. Conduct all voting and elections, including ensuring quorum, tallying votes during an election, and ushering in newly elected officers.

2019-2020 LMSA National Officer Descriptions

National Committees

The LMSA National committee officers serve as leaders of their respective committees and represent LMSA National endeavors.

A. Policy

National Policy Chair- 1 Position

- i. reports to Vice President of Internal Affairs
- a. Coordinate efforts to strengthen partnerships with other organizations and leaders that specialize in issues affecting education, health care, and minority and women's health policy
- b. Guide regional policy chairs on how to lead and instruct LMSA members to write and develop resolutions. Assist regional policy chairs on the development of regional programming events.
- c. Assist in coordination and planning of National Policy Conference, a weekend event which hosts 120+ LMSA members at AAMC Headquarters in Washington, DC. The summit is typically held in October. Community Service Committee

B. Conference Committee

National Conference Chair- 1 position

- i. reports to Vice President of Internal Affairs
- a. Development of national conference guide to serve as a source for development of annual national conference
- b. Works alongside the region hosting National Conference to assist in coordination of the conference.

C. Fundraising Committee

Vice-President of Fundraising- 1 position

- i. reports to Vice President of External Affairs
- a. Develop fundraising strategies on a regional and national level.
- b. Develop initiatives and resources including reaching out to sponsors, exhibitors, and alumni.

B. Mentorship Committee

Vice-President of Mentorship-(2 positions)

- i. reports to Vice President of External Affairs
- a. Serve as National voice and advocate for pre-medical students and pre-lmsa chapters in each region.
- b. Works to provide resources, opportunities, and guidance to premedical members as well as medical students for their professional development.

C. Service Committee

Service Chair (1 appointed position)

- i. reports to Vice President of External Affairs
- a. Assist in the implementation and publicity of the LMSA's community service initiatives and community outreach efforts.
- b. Oversee accurate tracking and documentation of initiatives and other projects.

- c. Work to develop and provide regional and local chapters with resources to implement projects.

D. Publications Committee

Publication Chair- 1 Position

- i. reports to Vice President of External Affairs
- a. The publications committee serves as the primary literary body responsible for written distribution of information throughout the organization via web-based and print publications.
- b. The National Publication Chairs will coordinate and publish a quarterly newsletter for LMSA.

G. Public Relations Committee

Public Relations Chair- 1 position

- i. reports to Vice President of External Affairs
- a. Committee works on increasing awareness and strengthening the voice and brand of the LMSA on a national level through the media and branding opportunities including social media (facebook, instagram, ect) and the website.

H. Scholarship Committee

Vice President of scholarship- 1 position

- i. reports to Vice President of External Affairs
- a. The purpose of the Scholarship Committee is to develop and assist in the administration of the LMSAs scholarship programs.
- b. The Scholarship Committee shall also be responsible for evaluating scholarship applications and recommending candidates for scholarships to the selection committee.

I. **National Webmaster**

- i. reports to Vice President of External Affairs
- 1. Responsible for updating and maintaining National website content, including sponsors, advertisements for upcoming events, and platform contact information

2019-2020 LMSA National Officer Selection Page

**Please read the Elections Information Packet before completing this form.
Deadline for Submission: March 17, 2019 (11:59 PM EST)**

ELECTRONIC APPLICATION Please click [HERE](#)

Elected Positions Available (Must submit a letter of intent)

- President#
- Vice President of Internal Affairs
- Vice President of External Affairs
- Chief Financial Officer
- Chief Informational Officer
- Chief Development Officer
- Deputy Chief Development Officer

Individuals must have served previously as a member of the LMSA Board of Directors or Executive Committee

Appointed Positions (do NOT submit letter of intent)

- Vice President of Scholarship
- Vice President of Fundraising
- Vice President of Mentorship (2)
- Community Service Chair
- National Conference Chair
- National Policy Chair
- Publications Chair
- Public Relations Chair
- National Webmaster

2019-2020 LMSA National Officer Checklist

Application Checklist:

Please check that the following are submitted with your application:

- Online Application**
- Curriculum Vitae** (emailed)
- Electronic Photo** (emailed, Headshot is preferred, as it will be distributed)
- Letter of Intent** (emailed, elected positions only)
- Letter of Recommendation** (Optional but preferred. Sent to elections@lmsa.net by writer. Can be a student from LMSA Board)
- Letter of Good Standing** (preferred for elected officials-emailed)

Please note: Late applications may not be considered.

All communications from the Elections Committee, including Notice of Acceptance, will be transmitted via email.

You will be notified of receipt of your application within three to five days by a member of the Elections Committee.

If you have any questions, please contact elections@lmsa.net
