NATIONAL BOARD
POSITION DESCRIPTIONS & RESPONSIBILITIES

Compiled by the 2020-2021 Elections Committee
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iii. Convention Planning Committee
iv. Diversity Research Committee
v. External Affairs Committee
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vi. Finance Committee
vii. Health Policy and Legislative Affairs Committee
viii. Internal Affairs Committee
   1. Constitution and Bylaws Subcommittee
   2. National Leadership Institute Coordinator
x. International Affairs Committee
   1. Mission Coordinators
xi. Membership Committee
   1. Alumni Affairs Subcommittee
   2. SNMA Historian
   3. Multicultural Affairs Subcommittee
   4. PRIDE Campaign Coordinator
xii. Osteopathic Schools Committee
xiii. MAPS Committee
xiv. Publications Committee
   1. JSNMA Student Editor
General Election Information

Attainment of Office

A. Eligibility
   a. All nationally elected or appointed officers must be Active Members in good academic standing.
   b. Professional Board Members must be Active Members in residency/fellowship or Patron/Physician Members.
   c. The Pre-medical Board Member must be an Associate or Active Member in good academic standing.
   d. All Regional Directors must be Active Medical Student Members in good academic standing.
   e. Emeritus and Lifetime Members meeting the criteria above may hold office.

B. National Candidate Requirements
   a. All candidates for national office shall be members in good standing.
   b. All candidates shall submit to the National Headquarters a candidate application, letter of intent, curriculum vitae, and other required materials by the deadline set by the Elections Committee.
   c. All student candidates running from the floor, including Regional Director candidates, shall submit to the Internal Affairs Committee a “Letter of Support and Good Academic Standing” from their respective academic institutions by the deadline set by the Elections Committee, but no later than four (4) weeks after election or appointment. The Elections Committee shall verify receipt of letters for all officers. Failure to submit a letter may result in removal from office.
   d. The Professional Board Member from the field of medicine must have been granted the MD/DO degree and have a license to practice medicine.

C. The SNMA shall seek to fill at least two of its Professional Board Member seats with persons accomplished in fields other than medicine, i.e. law, business, education, etc. (1987 HOD)

D. All Officers shall be elected or appointed by the appropriate governing body.
   a. The following officers shall be elected by a simple majority of the BOD:
      i. Treasurer
      ii. Secretary
      iii. Regional Director to the EC (must be a current Regional Director)
      iv. Professional Board Member to the EC (must be a current Professional Board Member)
   b. The following officers shall be elected by a simple majority of the HOD:
      i. President-Elect
      ii. Vice President
      iii. Speaker of the House
      iv. Parliamentarian
      v. Pre-medical Board Member
      vi. Professional Board Members
   c. Regional Directors are elected according to the procedures established by the Active Members in their regions.
   d. National Committee Chairpersons are appointed by the National President at the end of the elect year or during the year of presidency. All appointments must be ratified by a two-thirds (2/3) vote of the BOD.

E. Upon attainment of office and request, a letter may be sent from the National Headquarters within three months post-Conference to the schools of all BOD members informing the administration of the students’ positions and asking the administration for support.
ELECTED NATIONAL BOARD OF DIRECTORS POSITIONS:

A) National President-Elect

Term of Appointment: 1 year

A. General
1. Shall serve as the Chairperson of the Elections Committee.
2. Shall serve as the Secretary of the Executive Committee and assure the distribution of the minutes in a timely manner.
4. Shall assist the President in the implementation of the current Executive Agenda.
5. Shall use the year long term as President-Elect to develop an Executive Agenda to be implemented during his/her term as President.
6. Shall present to the BOD a tentative Executive Agenda at the meeting prior to the Annual Medical Education Conference.
7. Shall present an Executive Agenda to the HOD at the Annual Medical Education Conference prior to installation as National President. (BOD December 19-20, 1987)
8. Shall prepare to fulfill the President’s committee appointments at the Annual Medical Education Conference upon or before becoming President.
9. Shall learn from the President regarding efficient satisfaction of the President's responsibilities.
10. Shall assist and monitor the work and progress of National Committees as determined by the President.
11. Shall coordinate travel and SNMA representation at external conferences/events with the National President and Vice President.
12. Shall maintain a calendar of events and document the highlights of the current administrative year.

B. Board of Directors Meetings
1. Shall attend all meetings of the BOD.
2. Shall serve as a non-voting member of the BOD.
3. Shall present a quarterly report detailing his/her activities and presenting any recommendations for action by the BOD.
4. Shall serve as the Chairperson of the Elections Committee.

C. Executive Committee
1. Shall serve as a non-voting member of the Executive Committee.
2. Shall attend all meetings of the Executive Committee without specific voting privileges except by a proxy mechanism as established by the BOD.
3. Shall serve as the Secretary of the Executive Committee. As such, shall record and distribute for review and approval all minutes of all official Executive Committee meetings/conference calls.
B) National Vice President

*Term of Appointment: 1 year*

**A. General**
1. Shall work with the President and President-Elect in the implementation of the Executive Agenda.
2. Shall work closely with the Community Service Committee to provide support to the regions and chapters regarding implementation of national protocols and programs.
3. Shall compile a statistical report of chapters performing protocol and non-protocol projects with the assistance of the National Committees. (2002 HOD)
4. Shall coordinate the Annual Dr. Wilbert C. Jordan Research Forum at the Annual Medical Education Conference with the Diversity Research Committee.
5. Shall coordinate the National Community Service Forum at the Annual Medical Education Conference with the Community Service Committee.
6. Shall serve as a member of the Elections Committee.
7. Shall officiate for the President in his/her absence or at his/her request.
8. Shall 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.
9. Shall submit articles to issues of the *Journal of the Student National Medical Association*.
10. Shall submit articles to issues of the *President’s Newsletter*.

**B. Board of Directors Meetings**
1. Shall serve as a voting member of the BOD and is required to attend all BOD meetings.
2. Shall provide a typed report at each BOD meeting detailing his/her activities during the past quarter and any progress or complications regarding the national projects.

**C. Executive Committee**
1. Shall serve as a voting member of the Executive Committee.
2. Shall report any updates with the national projects to the Executive Committee.
C) Speaker of the House of the Delegates

Term of Appointment: 1 year

A. General
1. Shall serve on the Internal Affairs Committee.
3. Shall maintain communication with the National Parliamentarian regarding the SNMA Constitution.
4. Shall perform the installation of National Officers.

B. House of Delegates
1. Shall serve as the Chairperson of the HOD Business Meetings at the Annual Medical Education Conference.
2. Shall set concise and thorough agendas for the HOD Business Meetings at the Annual Medical Education Conference.
3. Shall conduct HOD Business Meetings at the Annual Medical Education Conference in an orderly fashion according to parliamentary procedures.
4. Shall assist in the distribution of documentation to the chapters and respective delegates.
5. Shall have an in-depth knowledge of those issues and recommendations to be considered at the HOD Business Meetings at the Annual Medical Education Conference.
6. Shall educate and provide information for all Active Members during the administrative year in preparation for the HOD.
7. Shall be able to reference the written HOD Policies and enforce them throughout the proceedings.
D) National Parliamentarian

Term of Appointment: 1 year

A. General
1. Shall oversee the Constitution, its interpretation, and its amendment.
2. Shall serve as the Chairperson of the Constitution and Bylaws Subcommittee of the Internal Affairs Committee.
3. Shall maintain correspondence with the National Headquarters and with Regional Parliamentarians.
4. Shall incorporate amendments adopted by the HOD into the existing Constitution.
6. Shall develop and coordinate parliamentary procedure workshops for the national and regional level.
7. Shall initiate a review process of all Regional Constitutions and Bylaws that were revised during the prior administrative year to ensure compliance with the Constitution of the national organization prior to the first BOD meeting.
8. Shall report the results of the above review process at the first BOD meeting of the administrative year.
9. In the case of the Chairperson’s removal by resignation, illness, death or other cause, shall convene the voting members of the BOD for a meeting (emergency or scheduled) within fourteen days of notification of the vacancy in the position and Chair a meeting in which a new Chairperson of the BOD will be elected.

B. Board of Directors
1. Shall serve as a non-voting member of BOD.
2. Shall submit a written report quarterly to the BOD outlining his/her plans and activities.

C. House of Delegates
1. Shall present and obtain an HOD vote for all proposed amendments during term of office.
2. Shall serve as the Alternate Speaker for the Speaker of the House in his/her absence and as needed.
E) National Pre-Medical Board Member

Term of Appointment: 1 year

A. General
1. Shall assist the President in the implementation of the Executive Agenda as it pertains to pre-medical students.
2. Shall serve as the Chairperson of the Minority Association of Pre-Medical Students (MAPS) Committee.
3. Shall respond to information inquiries from pre-medical students.
4. Shall serve as a resource for the Community Service Committee regarding pre-medical enrichment programming by SNMA chapters.
5. Shall ensure that the Pre-Medical Minority Enrichment and Development (PMED) protocol reflects the needs of the pre-medical membership.
6. Shall implement and maintain new established projects for the betterment of the pre-medical membership.
7. Shall participate in the planning and ensure the execution of the Strategic Plan for the SNMA.
8. Shall oversee the activities, documentation, and leadership of MAPS chapters.
9. Shall work with the Membership Committee and Headquarters to maintain an up-to-date active MAPS chapter roster and promote an associate membership drive.
10. Shall act as an advisor to the Regional MAPS Liaisons, including serving as a resource for pre-medical student conference planning.
11. Shall coordinate the Pre-Medical Forum at the Annual Medical Education Conference with the assistance of the Convention Planning Committee.
12. Shall continue to seek and update the history of MAPS as it relates to current policy and operations.
13. Shall submit regular articles to the *Journal of the SNMA*.
14. Shall submit articles to relevant publications that are available to pre-medical members and students.
15. Shall communicate with the MAPS membership via a regular MAPS newsletter submitted quarterly.
16. Shall ensure that the "So You Want to Be a Doctor" document is updated with pertinent information and seek ways to distribute it to all pre-medical SNMA members.
17. Shall strive to achieve optimal communication with pre-medical members, Regional MAPS Liaisons, and MAPS Committee.
18. Shall be appointed a professional advisor to assist with the above responsibilities. (1991 HOD)

B. Board of Directors
1. Shall serve as a voting member of the BOD.
2. Shall provide a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.
3. Shall represent the interests of pre-medical members and communicate feedback on policies to the BOD.

C. Executive Committee
1. Shall serve as a voting member of the Executive Committee.
F) National Treasurer

*Term of Appointment: 1 year*

**A. General**

1. Shall provide guidance and make recommendations on financial matters affecting the organization.
2. Shall collaborate with the Chairperson of the BOD to prepare and adhere to the organization’s budget.
3. Shall collaborate with Regional Treasurers to collect and review quarterly financial statements from the SNMA regions and chapters.
4. Shall notify the Chairperson of the Membership Committee of the status of all finance reports two weeks after the deadline date for chapter submissions to the National Treasurer. (1997 HOD)
5. Shall ensure proper management of the organization’s bank and investment accounts.
6. Shall ensure adherence of the organization to the financial stipulations of the 30-year business plan.
7. Shall maintain adequate documentation for the organization’s finances and finance-related materials.
8. Shall manage reimbursements of the National Officers, BOD, and National Committees.
9. Shall collaborate with the Chairperson of the BOD, National Headquarters, and Finance Committee to establish and maintain financial support for the organization from individual and corporate donors.
10. Shall conduct a Treasurer’s Workshop at the Annual Medical Education Conference.
11. Shall serve as the Chairperson of the Finance Committee.
12. Shall serve as a member of the Convention Planning Committee. (EC May 11, 1989)
13. Shall keep and maintain the SNMA checking account.
14. Shall fill out all checks and send them to the Chairperson of the BOD for that officer’s signature when directed to do so by the Chairperson of the BOD.
15. Shall ensure proper on-time payment of all bills with the assistance of the Chairperson of the BOD and National Headquarters.
16. Shall have signing authority on the SNMA petty cash account maintained by the Executive Director.
17. Shall present a financial report to the HOD listing all financial activity since the start of the new fiscal year and presenting a list of all accounts receivable and accounts payable.

**B. Board of Directors Meetings**

1. Shall serve as a non-voting member of the BOD.
2. Shall report quarterly to the BOD detailing the present financial condition of the organization, including:
   a. Year-to-date income statement detailing all expenditures and received revenues.
   b. All accounts payable and accounts receivable.
   d. Separate account of all national debts.
3. Shall present a proposed budget for the fiscal year to the BOD at the June BOD meeting for approval.
   a. Shall present a final fiscal year report for the previous year.
   b. Shall review bank statements of previous years and report on management of accounts to the BOD.

**C. Executive Committee:**

1. Shall serve as a non-voting member of the Executive Committee.
G) National Secretary

Term of Appointment: 1 year

A. General:
1. Shall ensure the HOD minutes are transcribed, edited, and distributed to the BOD members by the June BOD meeting.
2. Shall assure that BOD minutes are kept close to verbatim, while HOD minutes are typically a summary with the exception of all motions.
3. Shall record exact, verbatim motions, i.e. Action Items, at each BOD and HOD meeting along with the maker and second of the motion.
4. Shall assist the Chairperson of the BOD and President with BOD national correspondences.
5. Shall assist the President in the compilation of the monthly President’s newsletter, if requested.
7. Shall assist in the collection of chapter reports.
8. Shall notify the Chairperson of the Membership Committee of the status of all chapter reports two weeks after the deadline date for chapter submissions to the National Secretary.

B. Board of Directors Meetings
1. Shall serve as a non-voting member of the BOD.
2. Shall keep written minutes of the BOD meetings and shall maintain audio recordings of said minutes.
3. Shall ensure the transcription of the BOD minutes with all motions and recommendations in their full form and correct format.
4. Shall submit BOD minutes to the Chairperson of the BOD, President, and RD to the EC for review.
5. Shall submit finalized BOD minutes to the National Headquarters for distribution no less than 30 days prior to the following BOD meeting.
6. Shall compile all recommendations from BOD reports that are submitted to the BOD and distribute them to the BOD members as the Chairperson of the BOD distributes the meeting agenda.
7. Shall maintain a roll of all BOD members in attendance at each BOD meeting.
8. Shall manage the BOD listserv for the distribution of quarterly committee and officer reports.
H) Regional Director to the Executive Committee

\textit{Term of Appointment: 1 year}

\textbf{A. General}

1. Shall transition incoming Regional Directors (RDs) into their new position.
2. Shall maintain correspondence with all RDs and keep them informed about Executive Committee action items and sentiments within 15 days of EC meetings. (EC January 17, 1989)
3. Shall confirm regional mandates and requests made during Executive Committee and BOD meetings and distribute them to the RDs.
4. Shall be continuously accessible and available for RDs’ questions and/or concerns.
5. Shall assist the Chairperson of the BOD and President as needed.
6. Shall serve as the Chairperson of the Internal Affairs Committee.
7. Shall coordinate the BOD meetings with the Chairperson of the BOD.
8. Shall assist in and coordinate the collection of materials from the RDs for other officers of the BOD.

\textbf{B. Executive Committee}

1. Shall be a BOD elected Regional Director Representative on the Executive Committee.
2. Shall serve as a voting member of the Executive Committee and attend all meetings.
3. Shall represent the interests and raise the concerns of the RDs.
4. Shall facilitate communications of the Executive Committee members with the RDs.
I) Strategic Planning Council, Corporate Member  
*Term of Appointment: 1 year*

*Eligible for reappointment on a year-to-year basis for a maximum of three (3) years*

**Position Overview**

The Corporate Planning Member shall serve as a primary resource and provide direct support to the Board of Directors and National Headquarters Staff to maintain and enhance organizational and corporate external partnerships with the primary intent to secure sponsorship and grant funding to support organization programs and business operations.

**A. Primary Objectives**

1. Identify external partnerships with organizations that demonstrate a priority focus on a diverse healthcare workforce and share an organization mission aligned with the mission and vision of the SNMA. Target organizations should include large healthcare organizations, medical institutions, pharmaceutical companies and foundations.
2. Obtain direct contact information of identified organizations and initiate dialogue between organizations and the SNMA.
3. Ensure a current and relevant corporate prospectus for distribution to identified organizations.
4. Determine an annual sponsorship goal and provide quarterly progress on sponsorship navigation.
5. Provide support to designated board officers to develop an annual corporate strategy.

**B. General**

1. Shall serve as an active member on the Strategic Planning Council.
2. Is as a non-voting member on the Strategic Planning Council.
3. Shall join Strategic Planning Council meetings at least once quarterly.
4. Shall work with the Chairperson of the BOD and National Treasurer to conduct an annual corporate assessment to catalogue current external partnerships and sponsorship revenue.
5. Shall work in partnership with the Chairperson of the BOD and the Executive Director to identify new external partnerships and develop communication approaches.
6. Shall support the National Treasurer and Finance Committee with action items directly related to the navigation and procurement of external sponsorship and grant funding.
7. Shall provide input on specific annual objectives in the Strategic Plan as it pertains to the financial operations and management of the organization.
8. Shall contribute to the review and update of the Strategic Plan with priority focus on the Operations and Management section and on additional section goals and objectives with a direct financial consideration.

**C. Board of Directors Meetings**

1. Shall attend BOD meetings and serve in an advisory capacity in BOD business matters.
2. Shall support the Chairperson of the BOD and National Treasurer to design and implement an annual board officer workshop or webinar related to financial literacy and sponsorship navigation.
3. Shall contribute to the quarterly Strategic Planning Council report detailing his or her activities during the past quarter and any progress on the Strategic Plan or challenges regarding long-range planning.
4. Shall submit progress specific to the Corporate Planning Member objectives for inclusion in the Interim Annual Report on the Annual Operating Plan to the BOD.

**D. House of Delegates**

1. Shall submit progress specific to corporate platform for presentation in the Annual Report at the HOD.
2. Shall attend HOD sessions and serve in an advisory capacity to HOD business matters.
J) Strategic Planning Council, Associate Member

Term of Appointment: 3 years

A. General
1. Is as a voting member on the Strategic Planning Council
2. Shall join Strategic Planning Council meetings at least once quarterly
3. Shall address specific annual objectives as pertaining to the long-term planning of the organization
4. Shall advise the National President, Chairperson of the BOD and National Treasurer on the development of the Executive Agenda, Corporate Agenda and Annual Budget, respectively.
5. Shall advise the Executive Director on the development of the Annual Operating Plan.
6. Shall serve as a resource to the Executive Committee, Regional Directors, Committee Chairperson and the National Headquarters
7. Shall review and modify the Strategic Plan as needed and create a new Strategic Plan every three years
8. Shall review and modify the Long Range plan as needed and create a new Long Range Plan every ten years

B. Board of Directors Meetings
1. Shall attend BOD meetings and serve in an advisory capacity in BOD business matters
2. Shall design workshops for BOD officers on leadership development or strategic planning
3. Shall contribute to the quarterly Strategic Planning Council report detailing his or her activities during the past quarter and any progress on the Strategic Plan or challenges regarding long-range planning
4. Shall present an Interim annual report on the Annual Operating Plan to the BOD

C. House of Delegates
1. Shall present an Annual Report at the HOD
2. Shall attend HOD sessions and serve in an advisory capacity to HOD business matters
K) Professional Board Member  
*Term of Appointment: 2 years*

**A. General**
1. May serve a maximum of two terms in succession (provided no vacancy remains in any of the four positions).
2. Shall stay versed in the SNMA national agenda and operations to cast an informed vote.
3. Shall promote SNMA externally (examples include seeking advertisers for the Journal of the SNMA and seeking exhibitors or sponsors for the Annual Medical Education Conference).

**B. Board of Directors Meetings**
1. Is a voting member of the BOD
2. Shall submit a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.
3. Shall act as a mentor to the BOD members, sharing his/her expertise and experience.
4. Shall serve as an advisor in BOD operations and decisions.
5. Shall serve on a National Committee(s) as per the Presidential appointments.

L) Professional Board Member to the Executive Committee  
*Term of Appointment: 1 year*

**A. Executive Committee**
1. There shall be a BOD-elected, Professional Board member representative to the Executive Committee.
2. Shall serve as a voting member of the Executive Committee.
3. The Professional Board member to the Executive Committee shall address the HOD at the Annual Medical Education Conference, informing the HOD of the activities of the Professional Board Members during the year.
**Appointed National Committee Positions: General Responsibilities**

**Committee Chairperson**
Committee Chairpersons are non-voting members of the Board of Directors and serve as the representative of their respective National Committee. They are required to attend and participate in quarterly Board of Directors meetings. These individuals coordinate the activities of their committee, Project Coordinators, and Subcommittee Chairpersons in accordance with directives from the policy making bodies of the SNMA.

**Committee Vice Chairperson**
Committee Vice Chairpersons assist the Committee Chairperson in coordinating the activities of their National Committee, Project Coordinators, and Subcommittee Chairpersons in accordance with directives from the policy making bodies of the SNMA. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.

**Subcommittee Chairperson**
Subcommittee Chairpersons coordinate the activities of a subcommittee of their respective National Committee in accordance with directives from the Committee Chairperson. They actively participate in the activities of their respective National Committee. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.

**Project Coordinator**
Project Coordinators direct the execution of a specific national program with directives from their respective Committee Chairperson. They actively participate in the activities of their respective National Committee. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.
NATIONAL COMMITTEES
2020-2021 Administrative Year

ACADEMIC AFFAIRS COMMITTEE
Goals: Develop and maintain SNMA resources designed to assist members in their educational endeavors. Keep members abreast of changes in national medical education. Maintain a resource handbook of internships, fellowship/research opportunities, research electives, and scholarships.

COMMUNITY SERVICE COMMITTEE
Goals: Assist in the implementation and publicity of the SNMA's community service protocols and community outreach efforts. Oversee accurate tracking and documentation of protocols and other projects. Work with and supervise the efforts of individual protocol/initiative coordinators.

Pipeline Protocol Subcommittee
Goals: Oversee activities related to YSEP, HPREP, and MAPS protocols and work cooperatively with the Pipeline Mentoring Institute Fellow.

Health Education and Prevention Protocol Subcommittee
Goals: Oversee activities related to the Healthy People Health Fairs, Mental Health Awareness, Obesity Prevention, Sexual Health Awareness, Smoking Cessation and Prevention, Tissue and Organ Donation Education Recruitment Program (TODER), and Violence Prevention protocols.

CONVENTION PLANNING COMMITTEE
Goals: Serve as the primary logistical and program organizers of the 2020 Annual Medical Education Conference in Cleveland, Ohio while keeping the Board of Directors and Headquarters staff informed of all progress. Work in conjunction with other key National Committee and Executive Committee members to coordinate conference plenary sessions and fundraising efforts. Form and oversee Convention Planning Subcommittees composed of local SNMA members.

DIVERSITY RESEARCH COMMITTEE
Goals: Serve as the research assessment committee to further the work efforts of the SNMA in addressing the need for increased support for and investment in underrepresented minority premedical students, medical students, and physicians. In particular, this committee is dedicated to increasing the amount of research specifically reflecting the experiences and concerns of minority medical students, while contributing important data with which to strengthen arguments supporting the need to achieve racial parity in the physician workforce. Oversee the SNMA/David E. Satcher Research Fellowship and the Dr. Wilbert C. Jordan Research Forum. Work cooperatively with the Physician Researcher Initiative Fellow.

EXTERNAL AFFAIRS COMMITTEE
Goals: Address issues concerning SNMA's interaction with other organizations. Improve the public awareness of SNMA through media, collaborations with external organizations, and other mechanisms. Advise SNMA liaisons and coordinate their external communication efforts on important current SNMA initiatives, programs, and policy positions.

Public Relations Coordinator
Goals: Assist the National President in strengthening the voice and brand of the SNMA. Work to maintain a consistent external face of the organization.

FINANCE COMMITTEE
Chair: National Treasurer
Goals: Serve as the primary committee addressing the financial needs and growth of the organization. Provide guidance to the Board of Directors on matters related to income and expenditures for current operations and for recommending future fiscal objectives.
HEALTH POLICY AND LEGISLATIVE AFFAIRS COMMITTEE
Goals: Spearhead SNMA advocacy efforts. Educate members about legislative and policy developments affecting medical education and health care. Seek opportunities to increase the SNMA’s voice, brand, and influence in health care and education. Identify key legislation and court cases/decisions in areas such as medical education, health care reform, and minority and women’s health.

INTERNAL AFFAIRS COMMITTEE
Goals: Seek ways to ensure efficiency in BOD operations. Address issues sensitive to the internal operations of the SNMA. Assist the Chairperson of the Board of Directors and the National President in handling National Headquarters operations. Monitor the progress and growth of the organization as a whole. Ensure SNMA’s compliance with protocols and national documents.

Constitution and Bylaws Subcommittee
Chair: National Parliamentarian
Goals: Ensure that Executive Committee, BOD, and HOD actions are in compliance with the Constitution. Oversee the proper format and presentation of all constitutional amendments.

National Leadership Institute Coordinator
Goals: Continue the long-term development of the National Leadership Institute. Coordinate the execution of these events with the help of the Immediate Past President.

INTERNATIONAL-AFFAIRS COMMITTEE
Goals: Expose members to the international gravity of health care disparities. Emphasize the necessity of approaching health issues in a cultural context and allowing members to appreciate the essential elements of a successful health intervention. Inform the membership of international health opportunities. Educate the membership about international health crises. Provide close oversight for revisions to medical mission trip programming, site selection, and mission statements.

Mission Coordinators
Goals: Develop and plan respective missions. Advertise and collect applications for participation. Serve as the main point of contact and leadership for the respective trip abroad.

MEMBERSHIP COMMITTEE
Goals: Respond to membership needs. Inform membership of available membership benefits. Document the history of the SNMA. Ensure SNMA membership reflects the ethnic diversity in U.S. medical schools. Devise the delegate apportionment formula. Staff the delegate certification booth at the National Convention.

Alumni Affairs Subcommittee
Goals: Establish and maintain a mechanism for exchange of information and support between past members (SNMA "alumni") and current members of the SNMA. Work with alumni to coordinate activities, mentorship, maintaining contact information, and planning and promoting AMEC specific events.

SNMA Historian
Goals: Document the history of SNMA. Create living history/memoirs of SNMA events during the current year for posterity. Educate the membership on the history and founding principles of the SNMA.

Multicultural Affairs Subcommittee
Goals: Strive to ensure that national programs, leadership, and membership of the SNMA reflect the ethnic diversity of underrepresented populations. Improve SNMA partnerships with other multicultural medical student associations.
P.R.I.D.E Campaign Coordinator
Goals: Implement the P.R.I.D.E. campaign in order to inspire, challenge, and uplift our members. Highlight those chapters and members who exhibit the true strength of this unique organization.

OSTEOPATHIC SCHOOLS COMMITTEE
Goals: Formally integrate the osteopathic focus into SNMA operations. Address concerns and needs of osteopathic members. Educate medical and undergraduate students about osteopathic medicine.

MAPS COMMITTEE
Chair: National Pre-medical Board Member
Goals: Serve as an extension of the National Pre-medical Board Member. Work with the National President and the National Pre-medical Board Member to expand the pre-medical audience through outreach, event planning, speaking engagements, and information distribution.

PUBLICATIONS COMMITTEE
Goals: Serve as the primary literary body responsible for written and electronic distribution of information throughout the SNMA via the Journal of the Student National Medical Association (JSNMA) and other official SNMA web-based and print publications.

JSNMA Student Editor
Goals: Coordinate the production of the JSNMA with the help of the editorial board and Headquarters staff. Solicit and obtain complete and relevant articles for the JSNMA.