



STUDENT NATIONAL MEDICAL ASSOCIATION

**APPLICATION PACKET FOR NATIONAL
CHAIRPERSON OF THE BOARD OF
DIRECTORS
2024-2025**

Compiled by the 2023-2024 Elections Committee

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Dear Student National Medical Association (SNMA) Member,

It is my pleasure to invite you to apply for the role of National Chairperson of the Board of Directors. Due to its comprehensive nature, this position is only available to members who have served or currently serve on the Board of Directors. The role of National Chairperson is both one of the most challenging and rewarding. As the leader of the board, the National Chairperson guides the board to think strategically about the organization's achievements for the mission, vision, and long-term goals.

The election for the National Chairperson of the Board of Directors occurs during the January National Leadership Institute and Board of Directors meeting which will be held **January 19th-21st, 2023**. At this quarterly event, you will share your platform, goals, and vision for the organization. After the election, the current and incoming National Chairperson work together to permit a smooth leadership transition. Should you not be able to attend these proceedings, you must be available by phone. Candidates will compile all required documents, including a completed application form in both PDF and Word formats, and submit them via email to elections@snma.org by **January 5th, 2024**. The Elections committee will review all applications and certify the eligibility of each candidate by **January 12th, 2024**.

The following packet contains all the required information and materials needed to make an informed decision about running for this position. Included are the eligibility requirements, a detailed description of the role, and the candidate application. On behalf of the Board of Directors, I congratulate you on your interest in serving the SNMA in this capacity. If you have any questions and/or concerns, please contact me at presidentelect@snma.org. I look forward to receiving your application.

Yours in SNMA,

A handwritten signature in black ink that reads "Ja'Nia McPhatter". The signature is fluid and cursive.

Ja'Nia McPhatter
National President-Elect 2023-2024
Elections Committee Chairperson
presidentelect@snma.org

Overview

The National Chairperson of the Board of Directors election will be held at the Third Quarterly National Leadership Institute and Board of Directors meeting held on **January 19th-21st, 2024**. The Board of Directors (BOD) will also elect BOD officers. The elected individual will be installed at the 2024 AMEC at the Sunday BOD Meeting.

For further details about the AMEC and the January NLI schedules, visit the SNMA website at www.snma.org.

Candidate Eligibility

- Must be a current SNMA member
- Must have served as a member of the BOD for at least one year (voting or non-voting)

Candidates Running for Chairperson of the Board

Those seeking national office in the SNMA are evaluated by the Elections Committee, and formally nominated in the BOD. The schedule and procedure for those seeking elected office is:

- The Elections Committee will solicit applications starting **December 3rd, 2023**.
- The Application deadline will be **January 5th, 2024**.
 - The applicant must submit all materials as outlined in the governing documents, including any applicable amendments to be certified.
 - Once completed applications are received, the Chairperson of the Elections Committee will notify the individual of their completed application within three 3-5 business days.
- The elections for the position of National Chairperson will take place at the Third Quarterly National Leadership Institute and Board of Directors meeting held **January 19th-21st, 2024**.

- NOTE: The individual elected at this time will *not* be officially installed until the Sunday BOD meeting at AMEC (March 31, 2024). The time leading up to this installment will serve as a transition period for the incoming Chairperson and the current Chairperson.

Required Documents

- 2024-2025 Application form
- Curriculum Vitae (CV)
- Candidate responses
- Letter of Good Academic Standing
- Letter of Intent
- Letter of Recommendation (sent by writer)
 - Former BOD members, regional or chapter officers can provide this letter.
 - **As a reminder, BOD members and HQ Staff are not permitted to endorse any one candidate PPM 2.12.5 Section A (d.) (e.)**

Application Instructions

Compile all required documents, including the completed application, and send all documents in one email to elections@snma.org by **January 5th, 2024**.

The Elections Committee will review all applications and certify them. Parties submitting late applications for elected offices can only be nominated from the floor and approved by the BOD once all other candidates' materials have been distributed. All candidates are encouraged to submit their materials early.

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General Election Information: Attainment to Office

- a. Eligibility
 1. All Nationally elected or appointed officers must be Active Members in good academic standing.
 2. Emeritus and Lifetime Members meeting the criteria above may hold office.
- b. National Candidate Requirements
 1. All candidates for National office shall be Members in good standing.
 2. 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. The National Chairperson shall be elected by the appropriate governing body.
 1. Shall be elected by the simple majority of BOD.
 2. Chairperson of the BOD
 - i. Must have served as a member of the BOD for at least one year.
- d. Upon attainment of office and request, within 3 months post-conference, a letter may be sent from the National Headquarters to the schools of all BOD members informing the administration of the students' positions and asking the administration for support.

Chairperson of the Board of Directors *Term of Appointment: 1 year*

A. General

1. Shall be informed of and in agreement with all decisions regarding the SNMA and shall be in communication with and have equal access to all important ancillary personnel such as the organization's lawyer and tax accountant.
2. Shall instruct the Treasurer regarding what checks to sign. After the Treasurer signs the checks, the Chairperson will sign the checks and send them to the National Headquarters where they will be entered into the computer as paid expenses before, when possible, being sent out to the appropriate entity.
3. Shall participate in the negotiation and signing of all contractual agreements.
4. Shall meet with the Immediate-Past Chairperson immediately following the post-convention BOD meeting to discuss the upcoming year and any previous commitments.
5. Shall communicate, prior to each BOD meeting, with Professional Board Members as to their desired involvement.
6. Shall present a joint plan annually at each June Board of Directors Meeting to the BOD of how the SNMA shall be represented at the NMA Annual Convention and Scientific Assembly.
7. Shall, with the President and Speaker of the House, complete the following so that the HOD may adjourn:
 - a. Verify and announce the elections results,
 - b. Shall ensure verification and announcement of the item-by-item tally for constitutional amendments and resolutions, and,
 - c. Affix his/her signature to the minutes of the House.
8. Shall give a speech at the BOD Banquet at the Annual Medical Education Conference.
9. Shall work closely with Convention Planning Committee throughout the year up through the Convention. The Chairperson shall be empowered to make all non-financial decisions regarding the Convention during this time.
10. Shall assist in the development of an Annual Report along with other officers and National Headquarters Staff.

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11. Shall have the authority to contract services for no more than \$2000 with approval of the EC. No more than 3 contracts per year may be authorized by this method. Contracts may not exceed three (3) months in duration.
12. Shall perform other functions as may be deemed by the BOD and the HOD to be required to implement the Constitution of the SNMA and its Bylaws and to fulfill directives of the House during the Annual Medical Education Conference.

B. Board of Directors Meetings

1. Shall convene, preside, and adjourn all meetings of the BOD.
2. Shall vote only to break a tie.
3. Shall ensure that a policy manual be presented to the incoming BOD detailing the decisions from the previous year.
4. Shall ensure that written notice of all BOD meetings be sent to all BOD members thirty (30) days in advance of the meeting.
5. Shall ensure that BOD members be notified of deadlines for BOD reports thirty (30) days prior to their deadlines. BOD reports shall have a deadline of fourteen (14) days in advance of the BOD meeting.
6. Shall work with the Executive Director to design the agenda and logistics of the BOD meetings.
7. Shall ensure that accurate minutes, containing all decisions and transactions of all EC and BOD meetings, are maintained and distributed.
8. Shall present a report of all activities at each BOD meeting.
9. Shall designate an acting Chairperson whenever the Chairperson must leave the meeting.
10. Shall present the Chairperson's agenda at the June BOD meeting.
11. Shall submit a report concerning the status of the organization to each chapter president, within thirty days following each BOD meeting.
12. Shall prepare an annual report of the BOD's activities for presentation to the HOD.

C. Executive Committee

1. Shall preside over and participate in all meetings of the Executive Committee.
2. Shall call all meetings and provide notice of meetings at least one week in advance.
3. Shall present a report of activities at each Executive Committee meeting on all areas which the Chairperson oversees.
4. Shall forward a copy of the report of activities to the National Headquarters within twenty-four (24) hours before the Executive Committee meeting.
5. Shall present a report of all Executive Committee decisions at the next BOD meeting and shall present an annual report of the Executive Committees activities to the HOD.
6. Shall be the official liaison between the Executive Committee and the National Headquarters and deliver all directives to the National Headquarters from the Executive Committee.
7. Shall ensure that accurate minutes of the Executive Committee meeting minutes are provided and report the same to the BOD.

D. Headquarters

1. Shall ensure that all official documents are filed with the appropriate government offices.
 - a. Instruct National Headquarters to send our annual financial report (Income Statement) to the accountant by August 1. Final form (990) is due to the IRS by October 15.
 - b. Annual forms for incorporation in District of Columbia shall be submitted with the appropriate fee in April.
 - c. Instruct the National Headquarters to file our form 1099, due February 28 of each year.
2. Shall ensure that the National Headquarters sends all pertinent materials to members of the BOD or the Executive Committee for their consideration in a timely manner.
3. Shall communicate at least weekly with the Executive Director to discuss office management.
4. Shall meet with the President and the Executive Director for one weekend at the National

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Headquarters to transition into the position and become familiar with office operations and the computer system. The SNMA shall fund this travel.

5. Shall ensure that the National Headquarters sends thank you letters to all contributors from the past year no later than 30 days after the Annual Medical Education Conference.
6. Shall update this document annually with any changes made by the House Delegates or the BOD for presentation at the HOD.
7. Shall be empowered to manage a \$50 petty cash fund.
8. Shall be empowered to approve up to \$250 in expense for trips of the Executive Director provided receipts and a report are provided.
9. Shall co-sign and have official charters prepared for newly chartered chapters.
10. Shall oversee day-to-day operations of the National Headquarters, including employee contract negotiations, external consultancy relationships, and financial matters.
11. Shall have the authority to hire at-will employees for no longer than 3 months with approval of the EC.

E. Candidate Presentation Requirements:

All candidates for Chairperson of the BOD will need to be prepared to present a preliminary, but comprehensive plan for corporate management at AMEC 2024. **Note that while this section is not a requirement, it is highly recommended and may be requested of the elected candidate for 2024-2025.** This report should include, but should not be limited to, the following areas:

- A. Strategic Planning
 - i. Including steps to meet the goals of our Long Range and Strategic plans
- B. Finances and Revenue Generation
 - i. Specific and realistic fundraising goals and projections supported by evidence-based strategies
- C. Marketing/Branding
 - i. Strategies supported by best business practices
- D. Operations and Management
 - i. Including HQ management and integration
- E. Leadership Development
 - i. Including BOD management and development

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You may request this document in the Word format from presidenelect@snma.org.

Please read the Elections Information Packet before completing this form

Deadline for Submission: January 5, 2024 (11:59 PM EST)

Demographics (all fields required):

Name		For office use only Date Received <input type="text"/> <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete Reason <input type="text"/> Signature <input type="text"/>
Address		
Phone and Email		
Degree and Year		
Institution		
SNMA Region		
Membership #		

I am submitting credentials for election/appointment to the office of:

Elected Positions (Must submit a letter of intent for the following positions)

Chairperson of the Board of Directors*

* Chairperson of BOD candidates must be a medical student and must have served on the Board of Directors as a National Officer or Committee Chair.

Candidate Responses

Please respond to the following questions. Responses should be limited to less than a page per question. Paragraphs should be appropriate to the position being considered.

1. What is your understanding of the responsibilities of the position(s) and/or committee(s) for which you are interested?
2. If elected or appointed, what goals do you hope to accomplish?
3. Describe any chapter, regional, or national experience that you have had with the SNMA. Also include any non-SNMA experience related to your position.
4. In your opinion, what are the national organization's current needs, and how will you contribute to fulfilling each of those needs?

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Application Checklist:

Please check that the following are submitted with your application:

- Candidate Responses
- Curriculum Vitae (CV)
- Electronic Photo (Headshot is preferred, as it will be distributed)
- Letter of Intent
- Letter of Good Academic Standing
- Letter of Recommendation (Sent to elections@snma.org by writer)

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. Certification of candidacy will be conferred no later than **January 12th, 2024**.

Yours in SNMA,



Ja'Nia McPhatter
National President-Elect 2023-2024
Elections Committee Chairperson
presidenelect@snma.org