

## ***AOASM National Student Vice Chair Volunteer Description***

The student elected as the National Student Vice Chair will serve as the connection between the AOASM Board of Directors/National Student Chair and the AOASM Student Regional Representatives/AOASM Student Chapters. The Vice Chair will also serve as a member of the AOASM Student Committee. The AOASM National Student Vice Chair is expected to abide by the guidelines set forth. If the guidelines are not met, the student may be removed from their elected position.

- I. Qualifications for National Student Vice Chair**
  - a. Must be a student of an AOASM affiliated osteopathic medical school in good academic standing for the year of term
  - b. Must be an active member of an osteopathic medical school's Sports Medicine Club or Sports Medicine affiliated club
  - c. Must attend the annual AOASM conference to be voted into the position
- II. Responsibilities**
  - a. Responsible for ALL communication between AOASM Student Chapters, National Student Chair, and AOASM
    - i. Any email concerning the AOASM or current student projects must be sent to the National Student Chair prior to contacting the school clubs
    - ii. The email should be forwarded to the AOASM Student Relations Chair
    - iii. Serve as communication link between the AOASM student chapters and the AOASM parent organization and National Student Chair
  - b. Must contact Regional Representatives prior to the end of each academic quarter (i.e. September, December, March, June)
    - i. Coordinate collection of chapter quarterly reports to be submitted to National Student Chair and AOASM Student Relations Chair no later than three weeks after close of quarter
    - ii. Collect and compile communication list for incoming chapter executive board members
  - c. Projects
    - i. The National Student Vice Chair must initiate, direct, or have a part in any projects or events involving the AOASM parent organization
      1. including website, fundraising, conference promotion, etc
    - ii. Help create and allocate responsibilities for new projects to each member of the committee during the year
    - iii. Projects taken on and not completed to the best of the National Student Vice Chair's ability serves as basis for removal from the committee
  - d. Committee members must attend AOASM webinars throughout the academic year

- e. Regularly participate and serves as moderator on discussions/board postings on the AOASM student Facebook webpage
- f. With the aid of National Student Chair, National Student Vice Chair will compile and publish biannual AOASM Student Newsletter
- g. National Student Vice Chair must attend the AOASM Conference at the end of their term year for final evaluations, new member elections, and to organize/run the noon time student lecture(s) with the aid of the National Student Chair
  - i. There will be no exceptions to this guideline unless an emergency arises
- h. Conferences that include Sports Medicine should be attended to complete official business and further projects/goals for the AOASM

### III. Election Process

- a. Students who wish to run for the National Student Vice Chair position must meet the guidelines in section I
- b. The outgoing National Student Chair will send an email to all AOASM Student Chapter Presidents and Regional Representatives approximately 4 months before the AOASM Conference requesting proposals from students interested in running for the Vice Chair position
- c. Student proposals must be received by the outgoing National Student Chair no later than 12:00pm exactly on the deadline specified
  - i. *Any proposals sent or received after 12:00pm on the specified date will not be accepted. No exceptions will be made.*
- d. Final voting will take place at the AOASM Conference
  - i. Each school will be allowed to vote for one candidate
    - 1. If a school cannot attend the conference, and a valid reason is given, the Student Chapter President may email the current National Student Chair with their vote no later than one week before the Conference
  - ii. Each member of the current AOASM Student Committee will also be allowed to vote once per region
    - 1. If a committee member wishes to run for the National Student Vice Chair, he or she may not vote for themselves
    - 2. Committee members voting must place their name on the ballot to assure fairness. These ballots will only be seen/counted by the current National Student Chair and National Student Vice Chair to maintain confidentiality
  - iii. The current National Student Chair and National Student Vice Chair will be each allowed one vote
  - iv. In the event of a tie, the current National Student Chair, National Student Vice Chair, and Regional Representatives will re-vote for the final decision
- e. A student who has already served as a National Student Vice Chair may NOT re-run for the same position

- i. The student may either choose to run for a Student Regional Representative or National Student Chair position as long as a proposal is submitted within the deadlines

**IV. Removal from Position**

- a. If a committee member feels the National Student Vice Chair is not fulfilling the criteria described above, he or she must issue a written complaint to the National Student Chair, National Student Vice Chair, Student Regional Representatives, and the AOASM Student Relations Chair.
  - i. An appeal can be made in writing and submitted to the Regional Representatives and National Student Chair within one week of the accusation
  - ii. The other committee members will be given a chance to voice their opinions before the final decision is reached
  - iii. The National Student Chair, each Regional Representative, and the AOASM Student Relations Chair must vote to either keep the current member or elect a new National Student Vice Chair
  - iv. Opinions and votes from the AOASM National Student Chair and Student Regional Representatives will be kept anonymous
- b. A final decision will be reached no later than 2 weeks after the complaint is received.
- c. If the National Student Vice Chair is removed from his/her position, a new committee member shall be elected
  - i. In the event there was only one person running for the position, a new election will take place
  - ii. The proposals from the new candidates will be compiled into one email and sent to the current Regional Representatives and National Student Chair
  - iii. The final decision will be a result of the AOASM Student Relations Chair, National Student Vice Chair, and the Student Regional Representative votes
  - iv. The committee members must have a majority vote (3 out of the 5) to remove the National Student Chair from their elected position
  - v. A new National Student Vice Chair will be elected by the committee no later than 2 weeks after the National Student Vice Chair has stepped down
  - vi. In the event no member is elected into the vacated National Student Vice-Chair position, the National Student Chair will assume the responsibilities

**\*\*Please type in the appropriate information and email it back to me. Do not fill out the signature portion at this time**

Initials: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_