

AOASM Student Regional Representatives Volunteer Descriptions

The students elected as Student Regional Representatives will serve on the AOASM Student Committee. Each member of the committee 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 Student Regional Representatives

- a. Must be a student of an AOASM affiliated osteopathic medical school in good academic standing for year(s) 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. Election Process

- a. Students who wish to run for a committee position must meet the guidelines in section I
- b. The National Student Chair will send an email to all AOASM affiliated school's Sports Medicine Club Presidents approximately 2 before months the AOASM Conference requesting proposals from students interested in running for a regional position
- c. Student proposals must be received by the National Student Chair no later than 12:00pm on the date specified before the AOASM Conference
 - i. *Any proposals sent or received after 12:00pm on the specified date will not be accepted*
- d. Voting will take place at the AOASM Conference
 - i. Only AOASM-SC E-board members can vote and must be present at the national conference
 1. Student Chapters not in attendance forfeit their vote
 - ii. Each school will be allowed to vote for one candidate in their respective region
 1. Votes may only be placed by the current or newly elected E-board (local chapter officers)
 2. The current AOASM National Student Chair, National Student Vice Chair, and each Regional Representative will have one vote per region
 3. In the event of a tie, the newly elected National Student Chair and National Student Vice Chair will make the deciding vote
 - iii. If there is only one student running for the AOASM Student Regional Representative position from a certain region, that student is automatically given the position
 - iv. If there are no candidates for a region, the previous year's AOASM Student Regional Representative may re-run for the position without having to submit a proposal in advance

- e. Students who have already served as an AOASM Student Regional Representative:
 - i. Can only serve as a committee member for two terms
 - ii. After one term, the student is eligible to run for the AOASM Student Liaison position providing they meet the qualifications specified for this position

III. Responsibilities

- a. Responsible for ALL communication between schools and the AOASM National Student Chair/Vice Chair
 - i. Any email concerning the AOASM or current student projects must be copied (cc'd) to the National Student Vice Chair when contacting the school clubs
 - ii. Email all clubs in region in regards to role as Regional Representative, including helping coordinate club events between school, providing advice about fundraising, and acting as liaison between clubs and National Student Chair/Vice Chair
 - iii. Obtain new executive board information from each club in region to be sent to National Student Vice Chair by the end of first academic quarter (i.e. September)
- b. Must contact assigned schools in their respective region at least once every other month and submit a quarterly report to the National Student Vice Chair based on updates from schools
 - i. Reports will be collected at end of each quarter of the academic year (i.e. at end of September, December, March, June)
 - ii. Forward new membership forms (or online link) to each clubs in the region by the end of October for annual renewal of student membership in the AOASM
 - iii. Email clubs approximately one month prior to national AOASM conference to collect year end reports
- c. Committee members must attend AOASM webinars throughout the academic year, as well as regularly participate in discussions/board postings on the AOASM student Facebook webpage
- d. Each Regional Representative will be responsible for planning and running a regional AOASM conference
 - i. Each member of the committee should contact the previously elected Regional Representative from their respective regions to begin planning fore their regional conference
 - ii. Coordinate speakers, activities, facilities, fundraising, etc. required to run conference
 - iii. Send conference announcement/information flyer to National Student Vice Chair to be posted on AOASM website and student Facebook page
 - iv. Email clubs in region and Sports Medicine physicians in region for participation in conference

- e. Committee members must attend the AOASM Conference at the end of their term-year for final evaluations, new member elections, etc
 - i. If a committee member cannot attend, notification must be submitted in writing to the National Student Vice Chair at least 2 weeks before the first day of the conference
 - ii. Email clubs in region to urge attendance and encourage fundraising for national conference

IV. Removal from Position

- a. If a committee member feels another member is not fulfilling the criteria described above, he or she must issue a written complaint to the Student Liaison. The Liaison will review the complaint with the other Regional Representatives.
 - i. An appeal can be made in writing and submitted to the 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, National Student Vice Chair, and each Regional Representative must vote to either keep the current member or elect a new representative
 - iv. Opinions and votes from the AOASM Student Regional Representatives will be kept anonymous by the National Student Chair and National Student Vice Chair
- b. A final decision will be reached no later than 2 weeks after the complaint is received.
- c. If the committee member is removed from his/her position, the runner-up for the region will be placed onto the committee
 - i. In the event there was only one person running for the Regional Representative position, the National Student Vice Chair will contact that region's AOASM student chapter presidents requesting new volunteers to run for the Regional Representative position
 - ii. The proposals from the new candidates will be compiled into one email and sent to the current AOASM National Student Committee
 - iii. The final decision will be a result of the AOASM National Student Committee's votes
 - iv. In the event no new candidate proposals are submitted, the schools in the unrepresented region will be evenly distributed to the remaining Student Regional Representatives

****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: _____