Arizona Medical Association – Medical Student Section

Governing Council Job Descriptions

Executive Committee members take on the most responsibility and are expected to meet between meetings of the Governing Council and required to be present during meetings of the Governing Council. Total time commitment depends on the amount of activity undertaken by the Governing Council.

- Time commitment estimates from previous years: 10-15 hours per month per member, depending on the time of year and upcoming events.

Chairperson:

- Organize and preside over all meetings
- Ensure that all mandates of the Section are faithfully executed
- Oversee organization and operation of the Medical Student Section
- Maintain communication between the Officers of the ArMA Medical Student Section and ArMA Officers of the ArMA, other ArMA leaders including ArMA staff, and region leaders of the American Medical Association – Medical Student Section
- Ensure that each approved school of medicine is represented in the Governing Council
- Serve as a liaison between the Medical Student Section and the Resident Section of the Arizona
- Prepare the ArMA-MSS for topic discussions to be raised at the ArMA House of Delegates
- Receive formal requests for official endorsement of the ArMA-MSS from individuals running for national AMA positions (AMA-MSS Chair, Student Trustee, etc.), and determine the most appropriate means (timing, forum, etc.) for conducting the endorsement vote.

Vice-Chairperson of the Medical Student Section:

- Responsible for interpretation of Bylaws and the Internal Operating Procedures
- Work with the Chair of the MSS Membership Committee to recruit student members
- Assist the Chairperson in his/her duties
• Assume the duties of the Chairperson in his/her absence

Secretary:

• Oversee production of the minutes of the Annual Business Meeting and dissemination of the minutes to the Student Delegates, Alternates and Officers;
• Schedule all Governing and Executive Council meetings
• Record the minutes of all meetings

Governing Council members at a minimum must be present for meetings of the Governing Council. Meetings are at most one hour in duration and meet once or twice a month (usually once, but twice during busier months). Many opportunities for increased involvement will present themselves to members of the Governing Council and personal time commitment will depend on one’s own level of activity.

- **Time commitment estimates** from previous years: 3-5 hours per month per member.

Vice-Chairs of Policy

• Preside over the section delegation to the Arizona Medical Association and American Medical Association.
• Ensure each school has an AMA delegate and is actively engaged with the region.
• Be a steward of medical student related policy including developing a list of priority items and leading our section through review of priority items.
• Responsible for guiding medical student section resolution writing and involvement.
• Produce yearly reviews of the policy endeavors, successes, and failures made by both our section, the Arizona Medical Association, American Medical Association, and other institutions as relevant.

Vice-Chair(s) of Advocacy

• Monitor county, state, and national legislative happenings and report relevant initiatives and/or opportunities for advocacy events to the Governing Council.
• Work with the student representative(s) to the ArMA Legislative & Governance Committee to produce content sessions for ArMA-MSS Annual Meetings.
• Work with the Vice-Chairs of Policy to develop resolution or legislative initiatives.
• Actively facilitate the use of the Arizona Legislature’s Request-To-Speak system by medical students.
Delegate

- Represents the will of their respective medical program.
- Engages student body on issues relevant to ArMA and the MSS.
- Must be present for meetings of the Governing Council.
- Has option to participate in initiatives voted on by the Governing Council including internal committees (on medical education, wellness, advocacy, for example), planning events, and more.