



Arizona Medical Association

Medical Student Section

Governing Council Position Descriptions

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

- **Time commitment estimates** from previous years: 5-10 hours per month per member, depending on the time of year and upcoming events.

Chairperson of the Medical Student Section:

- 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 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 Residents and Fellows Section
- 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.
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the Executive Council and expected to attend Executive Committee and Governing Council meetings.

Vice-Chairperson of the Medical Student Section:

- Responsible for interpretation of Bylaws and the Internal Operating Procedures
- Coordinate and oversee Vice-Chairs in executing their duties and responsibilities
- Assist the Chairperson in his/her duties
- Assume the duties of the Chairperson in his/her absence
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the Executive Council and expected to attend the Executive Committee and Governing Council



Secretary:

- Produce the agendas of the Executive & Governing Council meetings and distribute them to the Student Delegates, Alternates, and Officers
- Schedule all Executive & Governing Council meetings
- Record the minutes of all meetings and distribute them to the Student Delegates, Alternates, and Officers
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the Executive Council and expected to attend the Executive Committee and Governing Council 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-Chair(s) of Policy

- Responsible for educating and guiding MSS resolution writing and involvement through sessions such as, but not limited to, an annual introduction to policy meeting, the creation of a resolution writing process timeline, and providing a formal feedback structure for resolution writing
- Lead MSS reference committee and produce MSS reference committee report on resolutions
- Produce yearly reviews of the policy endeavors, successes, and failures made by both our section, the Arizona Medical Association, and other institutions as relevant.
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the Governing Council and expected to attend Governing Council meetings.

Vice-Chair(s) of Advocacy

- Organize and implement annual Advocacy Project
- Responsible for educating and guiding the medical student section in advocacy work through aspects such as, but not limited to, an annual Introduction to Advocacy Meeting, topic presentation training, and grassroots organization training.
- Actively facilitate the use of the Arizona Legislature's Request-To-Speak system
- Serve as MSS Representative by participating in meetings held by the ArMA Legislative & Governmental Affairs Committee.
- Summarize and report ArMA legislative updates to the ArMA-MSS Governing Council
- Monitor county, state, and national legislative happenings and report relevant initiatives and/or opportunities for legislative advocacy to the Governing Council.
- Responsible for educating the medical student section on legislative & government



affairs through an annual introduction to the Legislative Process meeting and developing further education talks as needed

- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the Governing Council and expected to attend Governing Council meetings.

Vice-Chair(s) of Public Health

- Serve as MSS Representative by participating in meetings held by the ArMA Public Health Committee.
- Summarize and report relevant information from committee meetings to the medical student section
- Lead and coordinate the ArMA-MSS Public Health Journal Club
- Monitor county, state, and national public health happenings and report relevant updates to the Governing Council.
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the General Council and expected to attend Governing Council meetings.

Vice-Chair(s) of Membership

- Serve as MSS Representative by participating in meetings held by the ArMA Membership Committee.
- Summarize and report relevant information from committee meetings to the medical student section
- Create and implement a membership drive or competition at the start of each year
- Lead Delegates in the creation of membership plans individualized to school structures and opportunities, oversee implementation throughout the year
- Coordinate membership campaign material creation with the Vice-Chair of Communications and distribute materials to delegates
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the General Council and expected to attend Governing Council meetings.

Vice-Chair(s) of Communications

- Serve as MSS Representative by participating in meetings held by the ArMA Communications Committee.
- Create social media/email campaign materials for upcoming ArMA-MSS events and coordinate with ArMA staff for approval and distribution
- Lead Delegates in the creation of communication plans individualized to school structures and opportunities, oversee implementation throughout the year
- Produce ArMA-MSS newsletter with accomplishments & updates
- Communicate upcoming events, associated links, and materials to the Executive and Governing Councils
- Serve as ArMA-MSS representative at outreach events when needed
- Is a member of the General Council and expected to attend Governing Council meetings.



School 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 the 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.