



Resident & Fellow Section Governing Council Leadership Positions & Responsibilities

The Arizona Medical Association's (ArMA) Resident & Fellow Section (RFS) was created to serve as a forum for physicians in a residency or fellowship program to be actively involved in organized medicine in a variety of ways. The Section is led by its Governing Council, which guides the Section's actions pertaining to advocacy, policy, membership, and communications.

Members of the RFS Governing Council can expect to commit up to 6 hours of their time each month, depending on the time of year and upcoming events. The total time commitment heavily depends upon the amount of activity undertaken by the section and the role being fulfilled.

The following are the positions and responsibilities of the RFS Governing Council:

The Chairperson:

- Organize and preside over all meetings of the Governing Council and Section
- Ensure that all mandates of the Section are faithfully executed
- Exercise authority relative to organizational and operational aspects of the RFS
- Maintain proper communication between the officers of the RFS, the officers of ArMA, other ArMA leaders, including ArMA staff and region leaders of the AMA-RFS
- Receive formal requests for official endorsement of the RFS from individuals running for national AMA positions (AMA-RFS Chair, Trustee, etc.), and determine the most appropriate means (timing, forum, etc.) for conducting the endorsement vote
- Oversee the execution of all Section initiatives
- Represent the Section on an ArMA committee of choice

The Vice-Chairperson:

- Serve as the Governing Council's parliamentarian, and as such, shall be responsible for the interpretation of related bylaws and internal operating procedures
- Work with the Vice-chair of Membership to recruit resident and fellow members

- Assist the Chairperson in his/her duties
- In the absence of the Chairperson, assume the duties of Chairperson
- Represent the Section on an ArMA committee of choice

The Secretary:

- Oversee production and dissemination of the minutes for the Section's Annual Meeting
- Compile and disseminate meeting agenda and minutes for meetings of the Governing Council
- Record the minutes of the meetings of the Governing Council
- Collaborate with the Vice-chair of Communication on Section communications
- Coordinate communications for the Section's Annual Meeting
- Represent the Section on an ArMA committee of choice

Vice-Chair(s) of Advocacy:

- Monitor county, state, and national legislative happenings through ArMA resources and report relevant initiatives and/or opportunities for advocacy events to the Governing Council
- Work with the Vice-chair(s) of Policy to develop resolutions proposing to direct ArMA's legislative initiatives
- Facilitate the use of the Arizona Legislature's Request-To-Speak system by Section members
- Oversee Section initiatives related to advocacy, including Resident's Day @ the Capitol
- Represent the RFS on the **Legislative & Governmental Affairs Committee** of ArMA

Vice-Chair(s) of Policy:

- Work with the Vice-Chairs of Advocacy to develop resolutions proposing to direct ArMA's legislative initiatives
- Be a steward of resident and fellow-related policy, including developing a list of priority items and leading the section through a review of priority items
- Responsible for guiding the Section's involvement in ArMA's policymaking process
- Oversee Section initiatives related to public health, including volunteer initiatives
- Represent the RFS on the **Public Health Committee** of ArMA

Vice-Chair(s) of Membership:

- Create and preside over initiatives to increase the membership of ArMA's RFS
- Recruit residents and fellows to join the Section
- Represent the RFS on the **Membership Committee** of ArMA

Vice-Chair(s) of Communication:

- Assist with Section communications and disseminating information, both internally and externally
- Assist with the creation of emails, graphics, and social media posts promoting the Section's events and initiatives
- Manage, in conjunction with ArMA staff, the RFS social media accounts
- Represent the RFS on the **Communications Committee** of ArMA