Position Description:
Chair for the Advisory Council to IFMSA

Updated 07/09/2020

Position description

**Roles, Responsibilities and Objectives of Chair**

1. **Administrative Officer for AMSA-USA with respect to IFMSA activities.**
   - Organize the AMSA-USA delegation to IFMSA General Assemblies in coordination with the National President and IFMSA Advisory Council
   - Monitor IFMSA listservs and communicate IFMSA opportunities to relevant AMSA-USA leaders
   - Coordinate and facilitate representation of AMSA-USA programming in IFMSA in cooperation with AMSA Action Committees, Teams and other programming bodies.
   - Oversee voting right status and serve as the voting member of the NMO at IFMSA General Assemblies.
   - Ensure NMO information is updated
   - Coordinate timely submission of reports to IFMSA Standing Committees by AMSA-USA.
   - Prepare IFMSA required reports including NMO reports and post-GA reports and submit to the BOT
   - Coordinate the preparation of IFMSA policy statements and AMSA-USA's position on proposed IFMSA policy statements in collaboration with the National President, President-Elect, IFMSA Advisory Council.

2. **Chair, IFMSA Advisory Council**
   - Coordinate and Lead Advisory Council meetings
   - Oversee the actions of all Council members
   - Prepare concise Advisory Council meeting minutes

**Meetings for National Coordinators**
Term and transition

The term of an Action Committee coordinator is one year, beginning on May 11, 2020, and ending April 30, 2021. Before the term begins, however, a transition period starts immediately after the coordinator is selected and notified. During this transition period, the incoming coordinator will work closely with the outgoing coordinator to learn about the position and the work of the committee or team.

Additional requirements and responsibilities

- Priority is given to medical student applicants.
- AMSA membership is required.
- Establish and maintain contact with the leader’s own local AMSA chapter. Attempt to attend both the chapter’s tabling events, initial recruitment meetings, and subsequent chapter activities.
- Work with other national leaders in the competition to recruit new members. Individual recruitment of at least five new members during the leadership year is strongly encouraged.
- Submit a mid-year report by November 15, and the end-of-year report by April 1. A coordinator’s reports are submitted to the chair of their committee. This report should document work accomplished for the committee’s Week of Action, engagement with leaders, any chapter officers, and AMSA members.
- Required meeting attendance
  - Committee meetings (virtual), typically one or two per month
  - Building on Foundations national leadership training and planning meeting, June 18-21, 2020 (in-person, location TBA. Date subject to change.)
  - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.
  - For coordinators, attendance at the Annual Convention, February 4-7, 2021 (in-person, Washington, D.C.) is strongly encouraged but not mandatory.