

Position Description:

Chair, Medical Education Action Committee

**This position is available to AMSA members attending medical school. Applications from non-medical student members will only be considered if the position remains unfilled.*

Action Committee overview: Medical Education

The Medical Education (ME) Action Committee is responsible for executing AMSA's programming and advocacy efforts in issues of medical education, including but not limited to diversity in medical education, gaps in medical education, curricular reform, student debt, innovation in medical education, academic medicine, graduate medical education.

Position Description

The ME Chair is responsible for leading AMSA's programming and advocacy efforts in issues of medical education. As such, they will lead and collaborate with the ME Programming Coordinator and ME Advocacy Coordinator (see separate descriptions).

As a national Chair, the ME Chair will fulfill the duties and responsibilities of a national Chair as described further below.

Term and transition

The term of an Action Committee Chair is one year, **beginning on May 1 and ending April 30**. Before the term begins, however, a transition period starts immediately after the Chair is elected and notified. During this transition period, the incoming Chair will receive guidance from the outgoing Chair and discuss execution of ongoing projects and duties.

This Chair is responsible for the direct oversight and advising of 2-4 coordinators.

Common responsibilities for Action Committee Chairs

Action Committee Chairs are accountable to their peers on ACTE and to their coordinators. They are directly overseen and supported by the Vice President for Leadership Development and the Vice President for Programming Development.

The Chairs of AMSA's Action Committees serve as content experts for AMSA and representatives of their committee to AMSA's Action Committees and Teams Executive board (ACTE). They will use and develop skills in research and communication to:

- **Build knowledge in their content area**, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.;
- **Maintain documentation** for the reference of members, leaders, or staff;
- **Provide consultation for members, leaders, or staff as needed;**
- **Assess AMSA's principles and work to update them** as needed through processes outlined in AMSA's Constitution, Bylaws and Internal Affairs document (CBIA);
- **Facilitate work between their action committee and other members, leaders, or staff.**

Action Committee Chairs are the direct leaders of their respective committees. Chairs will use and develop skills in leadership to:

- **Facilitate meetings, develop communication and work plans, identify gaps in resources, and provide feedback on content;**
- **Support their committee's coordinators** in personal and professional growth by providing advice, giving personal feedback, fostering strengths, improving weaknesses, and teaching skills;
- **Maintain accountability for coordinators** so they can serve responsibly in the organization and to produce deliverables that contribute to the organization;
- **Maintain existing partnerships** and explore new partnerships pertinent to the committee's goals;
- **Ensure sustainability** of the committee's work through successful recruitment of new leaders and successful transition of duties at the conclusion of the leadership year;
- **Develop long-term goals** in the form of strategic three-year plans that are assessed and re-evaluated at the beginning of the year based on progress, feasibility, and value.
- **Other duties as assigned.**

Additional requirements and responsibilities

- **Priority is given to medical student applicants.** Applicants must be a medical student enrolled in a medical school as of the first of the previously defined leadership term and must be in good standing with their school. A letter of good standing from the applicant's medical school is required.
- **AMSA membership is required.**
- **Participate in two chapter visits during the leadership year, conducted in-person or virtually, minimum.**
- **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 directly with at least two medical school chapters on programming directly related to the committee's Week of Action.** This chapter-level programming will be shared on social media to inspire projects at other chapters. Direct work with more chapters is encouraged.
- **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 30, and the end-of-year report by April** Reports are submitted to the Vice President for Program Development (VPPD) and the Vice President for Leadership Development (VPLD).
- **Required meeting attendance**
 - Monthly ACTE board meetings (virtual)
 - Mandatory In-person Annual Convention
 - Building on Foundations national leadership training (virtual)
 - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.