

Position Description: Opiates and Addiction Coordinator, Community & Public Health Action Committee

Action Committee overview: Community & Public Health

The Community & Public Health (CPH) Action Committee is responsible for executing AMSA's programming and advocacy efforts in issues of community health and public health, including but not limited to climate change, food production and environmental impact, public health, health promotion, preventive medicine, primary care workforce, disability rights, structural competencies, telemedicine, and environmental health.

Position description

The CPH Opiates and Addiction Coordinator is responsible for executing AMSA's programming efforts in issues of community and public health.

As a national Programming Coordinator, the CPH Opiates and Addiction Coordinator will fulfill the general duties and responsibilities of a national Programming Coordinator as described further below.

In addition to the general duties of a national Coordinator, specified responsibilities include:

- Regular contact, consultation, and collaboration with the leaders of the Public Health Scholars Program.
- Planning and execution of programming for National Primary Care Week.

Term and transition

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

Coordinators are overseen by the chair of their Action Committee. In addition, they will be supported by the Vice President for Leadership Development (VPLD) and the Vice President for Program Development (VPPD).

Common responsibilities for Action Committee Programming Coordinators

Programming Coordinators work to design, develop, and execute various elements of AMSA's programming. Programming includes—but is not limited to—in-person events (conferences, symposia, institutes), online events (webinars, scholars programs, discussion groups), or educational materials (slides, audio/video, letters). Particularly in their content area, they will develop and use skills in programming to:

- **Build and execute programming and advocacy action items** related to AMSA's policy priorities as directed by the Board of Trustees
- **Continue sustaining projects** and create new programming projects.
- **Identify gaps in physician training** as opportunities for programming.
- **Promote programming opportunities** to membership.
- **Assess the effectiveness of AMSA programming** and areas for improvement.
- **Collaborate with members, leaders, or staff** in the development of AMSA programming.
- **Maintain relationships with partnership organizations** for AMSA, and identify or connect with new partners, particularly toward collaborative programming efforts.
- **Engage members regularly** in programming efforts.
- **Support members** in their own programming efforts.
- Other duties as assigned.

Programming Coordinators are national leaders of AMSA. In their committee's content area, they will develop and use skills in leadership to:

- **Represent AMSA's mission** and work to our members, our partners, and the public.
- **Work effectively and responsibly with members, leaders, and staff.**
- **Build the organization by refining our principles and operations**, inspiring members and leaders, and strengthening AMSA's presence.

Programming Coordinators serve as content experts for AMSA. Particularly in their content area, they will develop and use 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.
- **Document knowledge** for the reference of members, leaders, or staff.
- **Provide consultation for members, leaders, or staff.**
- **Assess AMSA's principles and work to update them** as needed through processes outlined in AMSA's Constitution, Bylaws and Internal Affairs document (CBIA).

Additional position 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 30, 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.
- **Participation in the AMSA Leadership Program before or during the leadership term is encouraged.**
- **Required meeting attendance**
 - Committee meetings (virtual), typically one or two per month
 - 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.