



Council of Young Filipinx Americans in Medicine (CYFAM)

National Government Available Positions and Descriptions

For the 2026-2027 Academic Year

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MISSION & VISION

Our Mission

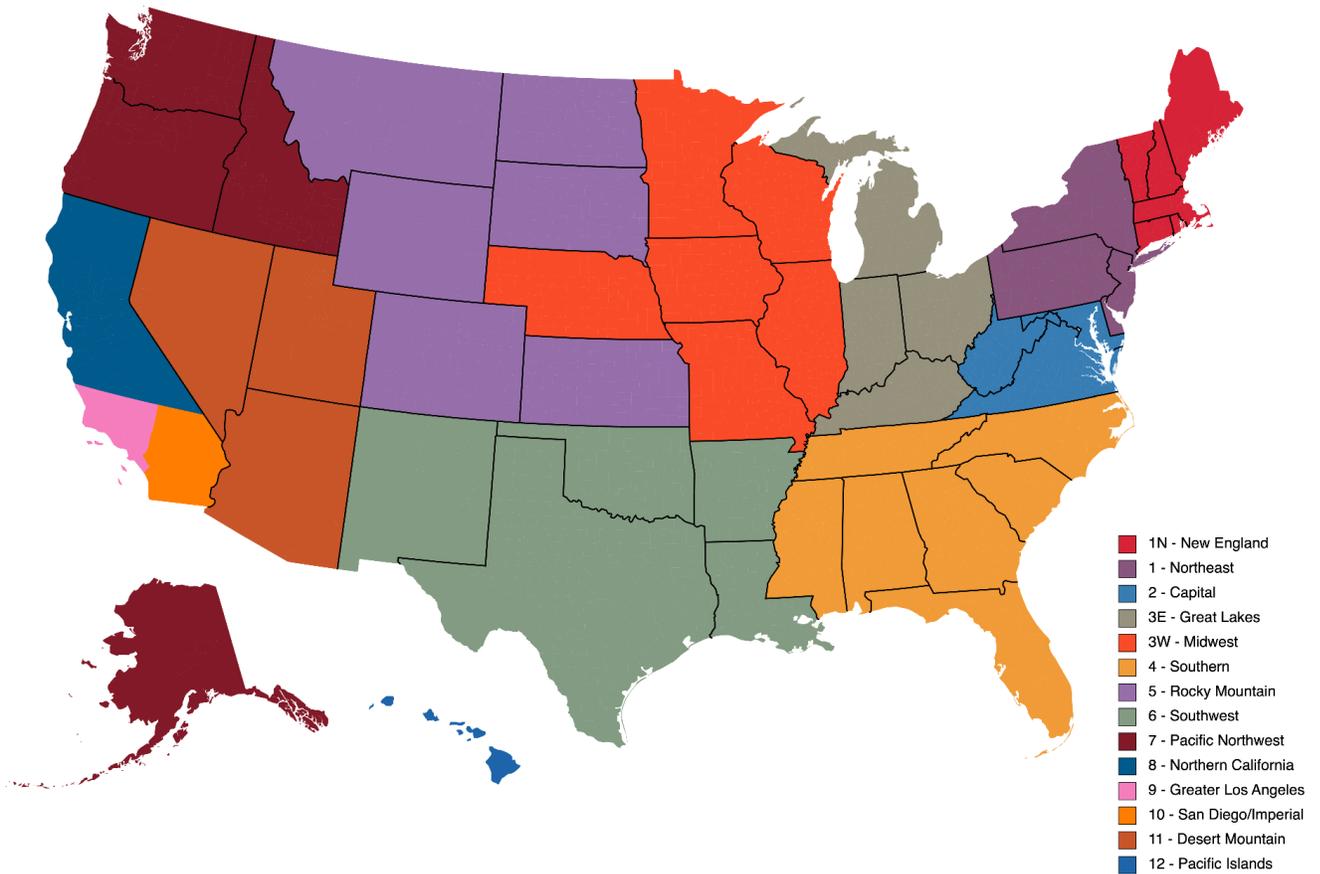
The mission of the Council of Young Filipinx Americans in Medicine (CYFAM) is to:

1. Promote the leadership development of young Filipinx American physicians and trainees
2. Reinforce the educational pipeline
3. Address structural inequities in health through advocacy, scholarship, and community partnership.

Our Vision

CYFAM's vision is to embolden physician leaders to amplify the voice of our members, patients, and community. We will unify the diverse lived experiences of the young Filipinx American physician community. We will equip and empower every Filipinx American medical student, trainee, and physician to be an effective change agent in tackling our community's most pressing health priorities.

CYFAM REGIONS



13: International

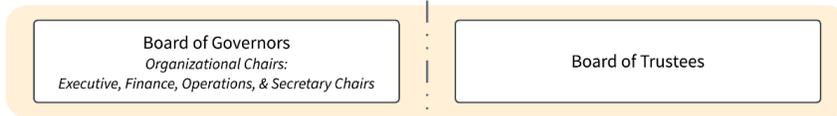


NATIONAL GOVERNMENT STRUCTURE

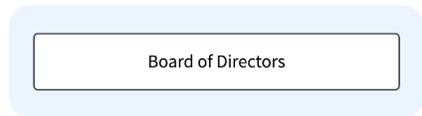
Core Committees



Governance Committee



Executive Committee

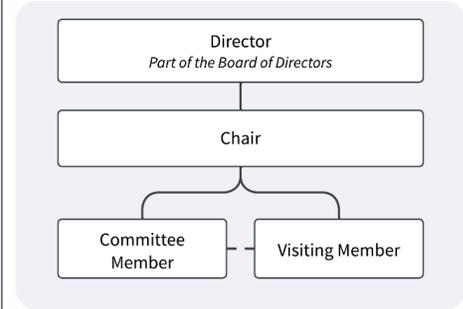


Advisory Committee

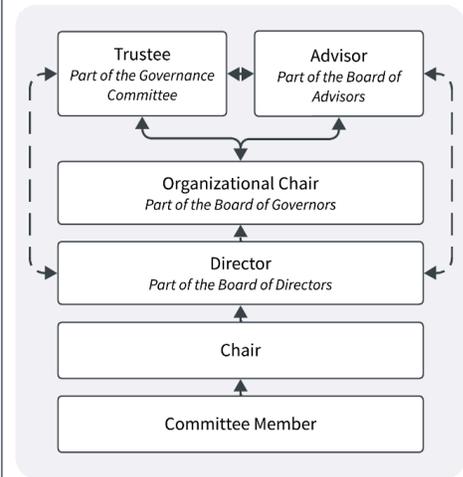


Informally Manages

Committee Structure



Leadership Pathways



**CORE COMMITTEES AND NUMBER OF AVAILABLE POSITIONS**

Core Committees			
	Director Positions (Manxngs) <i>Application Required</i>	Chair Positions <i>Application Required</i>	Number of general committee member volunteers⁽¹⁾ <i>Application not required</i>
<u>Publicity</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>External Engagement</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Development</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Cultural</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Resident Special Interest</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>International Medical Graduate (IMG)</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Research</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Education</u>	2 Directors ("Manxngs")	3-4 Chairs	Unlimited
<u>Mentorship</u>	3 Directors ("Manxngs")	5-6 Chairs	Unlimited
<u>Conference</u>	2 Directors ("Manxngs")	5-6 Chairs	Unlimited

Each core committee is composed of:

- 1-3 directors (manxngs) (depending on the committee)
- 3-6 chairs (depending on the committee)

Each core committee has an unlimited number of positions open for general committee member volunteers.

(1) Kindly note that the individual committee has discretion on accepting general committee member volunteers.



COMMITTEES POSITIONS AND DESCRIPTIONS

PUBLICITY COMMITTEE

What are the responsibilities of the CYFAM Publicity Committee (General Committee Member Volunteers)?

The CYFAM Publicity Committee plays a critical role in **amplifying CYFAM's presence** by promoting its mission, vision, programs, and initiatives. This committee ensures clear, professional, and engaging communication across various platforms while maintaining CYFAM's brand and values. The CYFAM Publicity Committee plays a vital role in **strengthening CYFAM's reach, engagement, and impact within the community** by maintaining a strong, consistent, and professional public presence.

Key Responsibilities:

1. **Increase CYFAM's visibility** by effectively communicating its mission, vision, and opportunities.
2. **Collaborate** closely with all committee chairs and senior leadership to ensure professional standards are maintained in all public engagements.
3. **Regularly manage and update CYFAM's social media accounts** (Instagram, Twitter, Facebook) with timely, engaging content featuring CYFAM updates, events, and opportunities.
4. **Establish a consistent posting schedule** in coordination with all CYFAM Committees.
5. **Design flyers, graphics, and promotional materials** for CYFAM events and initiatives.
6. **Maintain the CYFAM website.**
7. **Curate and share health-related and community engagement opportunities** from partner organizations to benefit the CYFAM community.
8. **Promotes events that CYFAM co-hosts or supports**, including those organized by partners such as FYLPRO, TayoHelp, and the FilAm Health Forum.
9. **Uphold CYFAM's brand integrity**, ensuring that all published content aligns with the organization's vision and values.

Minimum Yearly Output:

1. Calendar of Postings.
2. Updated CYFAM Brand Identity Manual.
3. Updated transition documents for the 2027-2028 committee.

What are the responsibilities of the CYFAM Publicity Committee Chair(s)?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Publicity Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the CYFAM Executive Chair.
6. **Submit committee update** to the CYFAM Monthly General Meeting.
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.



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9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

In addition to their chair responsibilities, each core committee chair is responsible for at least one of the following roles:

- One chair to act as the administrative liaison to the governance committee
- One chair to act as the liaison to the publicity committee
- One chair to act as the liaison to the monthly general meeting
- One chair to act as the liaison to the conference committee

Who does the CYFAM Publicity Committee and CYFAM Publicity Chair(s) report to?

- The CYFAM Publicity Committee and CYFAM Publicity Chair(s) directly report to the **CYFAM Executive Chair**.



COMMUNITY ENGAGEMENT COMMITTEE (FKA “EXTERNAL ENGAGEMENT COMMITTEE”)

What are the responsibilities of the CYFAM External Engagement Committee (General Committee Member Volunteers)?

The External Engagement Committee serves as CYFAM’s bridge to the broader Filipinx American community, healthcare organizations, and advocacy groups. This committee is responsible for building and sustaining partnerships, coordinating health promotion initiatives, and organizing volunteer and professional development opportunities that align with CYFAM’s mission.

By fostering meaningful connections and spearheading community-driven initiatives, the External Engagement Committee strengthens CYFAM’s role in public health advocacy, mentorship, and service.

Key Responsibilities:

1. **Build and sustain relationships** with community stakeholders, including healthcare leaders, advocacy groups, and nonprofit organizations.
2. **Coordinate and promote health-related events** tailored for the CYFAM community, ensuring accessibility and relevance
3. **Collaborate on community-driven initiatives**, such as volunteer programs, internships, mentorship opportunities, and fundraising efforts that benefit the Filipinx American community.
4. **Curate and share health-related and community engagement opportunities**, ensuring CYFAM members have access to valuable resources, events, and initiatives.
5. **Conduct outreach to community stakeholders** via email or other methods to foster and maintain partnerships.
6. **Attend meetings with external stakeholders** to strengthen CYFAM’s involvement in community-led initiatives.
7. **Oversee and support collaborative projects**, including volunteer programs, health-related internships, professional development initiatives, and public health advocacy campaigns.
8. **Collaborate with the CYFAM Publicity Committee** to publicize CYFAM External Engagement Committee Events.

Minimum Yearly Output:

1. One major In-Person CYFAM External Engagement Event
2. One major Virtual CYFAM External Engagement Event
3. Updated transition documents to 2027-2028 committee

What are the responsibilities of the CYFAM External Engagement Committee Chair(s)?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM’s professional standards.

Key Responsibilities:

1. **Ensure all CYFAM External Engagement Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the **CYFAM Committee Director(s)** and the **CYFAM Executive Board..**
6. **Submit committee update** to the CYFAM Monthly General Meeting.
7. **Ensure committee representation at CYFAM’s Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM’s mission, vision, and core tenets.



9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

In addition to their chair responsibilities, each core committee chair is responsible at least one of the following roles:

- One chair to act as the administrative liaison to the governance committee
- One chair to act as the liaison to the publicity committee
- One chair to act as the liaison to the monthly general meeting
- One chair to act as the liaison to the conference committee

Who does the CYFAM External Engagement Committee and CYFAM External Engagement Chair(s) report to?

- The CYFAM External Engagement Committee and CYFAM External Engagement Chairs directly report to the **CYFAM External Engagement Director(s) and the CYFAM Executive Chair.**



DEVELOPMENT COMMITTEE

What Are the Responsibilities of the CYFAM Development Committee (General Committee Member Volunteers)?

The CYFAM Development Committee plays a vital role in sustaining and expanding CYFAM's reach, impact, and financial health. This committee is responsible for identifying opportunities for growth, securing funding, fostering strategic partnerships, and maintaining CYFAM's brand and operational needs, to ensure CYFAM's long-term success and sustainability.

Key Responsibilities

1. **Lead and Support Growth Strategy & Organizational Development.**
 - a. Analyzing the current healthcare market environment to identify CYFAM growth areas.
 - b. Identify potential growth areas for CYFAM, including sponsorships, partnerships, grants, etc.
 - c. Ensure any applicable metrics and performance pointers are established to measure all progress.
 - d. Identify strategic risks in relation to executing the above.
2. **Support and Maintain Operational and Fiscal Needs.**
 - a. Attend committee meetings, general meetings, conference planning meetings, and sponsorship/donor meetings.
 - b. Support Finance and Operations Chairs.
 - c. Support and manage aspects of donor prospecting, cultivation, stewardship, and budget/vendor management for special events, individual giving, and annual appeals.
 - d. Support and innovate CYFAM's merchandise offerings and future offerings.
3. **Maintain the CYFAM Brand.**
 - a. Create and maintain external-facing reports and documents to advance CYFAM's mission.
 - b. Create and maintain CYFAM brand guidelines.
 - c. Research ways to use social networking and other tools to raise visibility and funds.
4. **Collaborate with the CYFAM Publicity Committee** to ensure consistency with the CYFAM brand.
5. **Collaborate with all other committee chairs** to achieve organizational and committee-level objectives.

Minimum Yearly Output:

1. Annual Report
2. Updated transition documents to 2027-2028 committee

What are the responsibilities of the CYFAM Community Engagement Committee Chair(s)?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Development Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.



5. **Submit monthly meeting minutes** to the CYFAM Operations Chair and Finance Chair.
6. **Submit committee update** to the CYFAM Monthly General Meeting.
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

In addition to their chair responsibilities, each core committee chair is responsible at least one of the following roles:

- One chair to act as the administrative liaison to the governance committee
- One chair to act as the liaison to the publicity committee
- One chair to act as the liaison to the monthly general meeting
- One chair to act as the liaison to the conference committee

Who does the CYFAM Development Committee and CYFAM Development Chair(s) report to?

- The CYFAM Development Committee and CYFAM Development Chairs directly report to the **CYFAM Operations Chair and the CYFAM Finance Chair.**



CULTURAL COMMITTEE

What are the responsibilities of the CYFAM Cultural Committee (General Committee Member Volunteers)?

The CYFAM Cultural Committee is designed to celebrate, preserve, and amplify the Filipinx / Filipinx American identity within CYFAM. This committee ensures that CYFAM's legacy, cultural roots, and history remain deeply embedded in its work while fostering a sense of belonging among members. Through storytelling, historical documentation, and cultural programming, the Cultural Committee is the keeper of CYFAM's collective memory and a champion of the Filipinx American medical community's rich heritage.

Key Responsibilities

1. **Serve as CYFAM's Historian(s)**, documenting the organization's milestones, initiatives, and leadership transitions to build an institutional memory for future generations.
2. **Develop and design *The CYFAM Chronicles***—an annual, professionally curated publication that functions as a physical archive, preserving the organization's institutional milestones, leadership contributions, and key historical moments.
 - a. This annual publication will document and elevate Filipinx and Filipinx American contributions to medicine and healthcare, emphasizing the intersections of cultural identity and medical practice through accurate, respectful, and engaging content. Through a blend of articles, photographs, multimedia, and storytelling, *The CYFAM Chronicles* explores the organization's narrative within the broader Filipinx diaspora and its role in shaping healthcare. It will serve as a vital cultural and historical resource, curating events, initiatives, and achievements that celebrate Filipinx traditions and reinforce collective identity, while inspiring future generations of medical professionals.
3. **Ensure quality assurance** by supporting all CYFAM committees in the development of programming that thoughtfully and accurately explores the intersections of Filipinx / Filipinx American heritage, culture, and healthcare.
 - a. This includes reviewing program content for cultural integrity, relevance, and impact; providing guidance to maintain alignment with CYFAM's mission and values; and promoting consistency, inclusivity, and excellence across all initiatives.
 - b. We want to be sure to uplift community narratives, foster engagement, and ensure high standards in representing the Filipinx experience within medical and healthcare contexts.

Minimum Yearly Output:

1. One major CYFAM Cultural Event (virtual or in-person).
2. One physical copy of the annual CYFAM Chronicles.
3. Updated transition documents to 2027-2028 committee.

What are the responsibilities of the CYFAM Cultural Committee Chair(s)?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They oversee communications, coordinate efforts, and uphold CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Cultural Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the CYFAM Cultural Committee Director(s).



6. **Submit committee update** to the CYFAM Monthly General Meeting.
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

In addition to their chair responsibilities, each core committee chair is responsible at least one of the following roles:

- One chair to act as the administrative liaison to the governance committee
- One chair to act as the liaison to the publicity committee
- One chair to act as the liaison to the monthly general meeting
- One chair to act as the liaison to the conference committee

Who does the CYFAM Cultural Committee and CYFAM Cultural Chair(s) report to?

- The CYFAM Cultural Committee and CYFAM Cultural Chair(s) directly report to the **CYFAM Cultural Committee Director(s)** and the entire **CYFAM Governance Board (Executive Chair, Finance Chair, Operations Chair, Secretary Chair)**.



RESIDENT SPECIAL INTEREST COMMITTEE

Level of Training Preference: Resident Physician

What Are the Responsibilities of the CYFAM Resident Special Interest Committee (General Committee Member Volunteers)?

The Resident Special Interest Committee serves as a dedicated space for resident physicians to advocate for their unique needs, foster professional growth, and build a supportive community within CYFAM. This committee creates opportunities for residents to engage, collaborate, and navigate the challenges of post-graduate training while staying connected to the broader Filipinx American medical community.

Key Responsibilities:

1. **Advocate for the CYFAM resident physicians** by addressing key issues in post-graduate medical training, professional development, and physician well-being.
2. **Foster a strong CYFAM resident network** by creating engagement opportunities, mentorship connections, and collaborative initiatives.
3. **Host regular meetings** to discuss resident-specific challenges, share resources, and provide peer support.
4. **Organize the annual CYFAM Match Day Celebration**, recognizing and celebrating members advancing in their medical training.
5. **Provide professional development opportunities**, such as workshops on contract negotiations, financial literacy, and career advancement tailored to residents.

Minimum Yearly Output:

1. Annual CYFAM Match Day Celebration.
2. One major Virtual CYFAM Resident Special Interest Event.
3. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM Resident Special Interest Committee Chairs?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Resident Special Interest Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the CYFAM Executive Chair.
6. **Submit committee update** to the CYFAM Monthly General Meeting
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.



11. **Leadership Transition** to the 2027-2028 Chairs.

Who does the CYFAM Development Committee and CYFAM Development Chair(s) report to?

- The CYFAM Resident Special Interest Committee and CYFAM Resident Special Interest Chair(s) directly report to the **CYFAM Executive Chair**.



INTERNATIONAL MEDICAL GRADUATE (IMG) COMMITTEE

What Are the Responsibilities of the CYFAM IMG Committee (General Committee Member Volunteers)?

The CYFAM International Medical Graduate (IMG) Committee is dedicated to supporting Filipinx /Filipinx American IMGs as they navigate the challenges of the transition to practicing medicine in the United States. This committee provides resources, advocacy, and a strong network to help IMGs succeed in residency applications, professional development, and integration into the U.S. healthcare system. The IMG Committee works to uplift and empower IMGs while highlighting their invaluable contributions to the medical field.

Key Responsibilities:

1. **Create a safe space for IMGs** to share experiences, seek guidance, and build community.
2. **Advocate for and support IMGs** in their journey toward U.S. medical licensure and residency placement.
3. **Maintain a comprehensive resource database** with key up-to-date information on understanding the complex requirements for practicing in the United States.
 - a. Eg, Occupational English Test (OET) requirements
 - b. Eg, Educational Commission for Foreign Medical Graduates (ECFMG) pathways
 - c. Eg, ECFMG certification
 - d. Eg, State licensing requirements
 - e. Eg, Visa policies
 - f. Eg, Traditional v non-traditional career pathways

The committee is responsible for having at least the following:

- One administrative liaison to the governance committee
- One liaison to the publicity committee
- One liaison to the monthly general meeting
- One liaison to the conference committee

Minimum Yearly Output:

1. Up-to-Date, Comprehensive CYFAM IMG Resource Database
2. One major Virtual CYFAM IMG Event
 - a. Can be co-organized with another CYFAM committee (eg, Resident Interest Committee, Research Committee)
3. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM IMG Committee Chair(s)?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM IMG Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.



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5. **Submit monthly meeting minutes** to the CYFAM Secretary Chair and the rest of the **CYFAM Executive Board**.
6. **Submit committee update** to the CYFAM Monthly General Meeting
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

Who do the CYFAM IMG Committee and IMG Chair(s) report to?

The CYFAM IMG Committee and IMG Chairs directly report to the **CYFAM IMG Committee Director(s)** and **the CYFAM Secretary Chair**.



RESEARCH COMMITTEE

What Are the Responsibilities of the CYFAM Research Committee (General Committee Member Volunteers)?

The CYFAM Research Committee focuses on promoting research within the CYFAM community, organizing the annual Research Symposium at the CYFAM Annual Conference, and collaborating with the Education Committee to offer research-related events. It also connects members with research opportunities, fosters academic partnerships, and supports the integration of research into advocacy efforts for Filipinx American health.

Key Responsibilities:

1. **Enhance academic achievement in research** within the Filipinx American medical community and facilitate skill development across various training levels.
2. **Creation and Maintenance of a Research Board on the CYFAM Website** in order to promote ongoing research that addresses the specific needs of the Filipinx / Filipinx American community.
3. **Organize the Annual Research Symposium and all logistics required of it**, which should complement the overarching theme of the CYFAM Annual Conference. The Research Symposium should highlight cutting-edge research, encourage the exchange of ideas, and provide a platform for CYFAM members to present their work in a supportive and scholarly environment.
4. **Lead the recruitment of research abstract submissions** from scholars, students, and professionals worldwide, ensuring a diverse and high-quality range of research topics for the Annual Research Symposium.
5. **Recruit qualified judges** for the Annual Research Symposium. Judges should have expertise in medical research, public health, and other relevant fields, and they must have the ability to assess and critique the quality of submitted research. The committee should also ensure diversity among the judging panel to reflect a variety of expertise.
6. **Ensure that all judges who contribute their time and expertise are formally recognized** for their efforts at the CYFAM Annual Conference. This may include sending out thank-you notes, highlighting their involvement in conference materials, and providing certificates or awards for their valuable contribution to the event.
7. **Oversee the accurate listing of all oral and poster presenters' names** on publicity materials, the CYFAM website, program agendas, and certificates of recognition for the Annual Research Symposium. Accuracy in these materials is essential to honor the presenters and uphold the professional reputation of CYFAM.
8. **Work closely with the CYFAM IMG (International Medical Graduate) Committee** to ensure that the needs and contributions of IMGs are represented in the Research Symposium. This includes creating opportunities for IMGs to present their research, participate in discussions, and connect with mentors.
9. **Partner with the CYFAM Publicity Committee** to ensure that research-related events, including the Research Symposium, are effectively publicized across all platforms. This includes generating promotional materials, social media posts, and announcements, as well as highlighting key speakers, presentations, and themes leading up to and during the conference.
10. **Track and Report Research Impact:** Work to measure and assess the outcomes of the research presentations, publications, and collaborations promoted by the Research Committee. This may include tracking the number of publications by CYFAM members, evaluating the impact of the Research Symposium, and gathering feedback to improve future events.

Minimum Yearly Output:

1. **CYFAM Annual Research Symposium Gantt Chart (Due by no later than August 30, 2026)**
2. CYFAM Annual Research Symposium "Save the Date" for Announcing Opening of Abstract Submission (Due by no later than September 30, 2026) - To be announced during Filipino-American History Month (October)



3. Annual Research Symposium at the CYFAM Annual Conference.
4. One major Virtual CYFAM Research Event.
5. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM Research Committee Chairs?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Research Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the CYFAM Secretary Chair, and the rest of the **CYFAM Executive Board..**
6. **Submit committee update** to the CYFAM Monthly General Meeting
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

In addition to their chair responsibilities, each core committee chair is responsible at least one of the following roles:

- One chair to act as the administrative liaison to the governance committee
- One chair to act as the liaison to the publicity committee
- One chair to act as the liaison to the monthly general meeting
- One chair to act as the liaison to the conference committee

Who do the CYFAM Research Committee and Research Chair(s) report to?

The CYFAM Research Committee and Research Chair(s) directly report to the **CYFAM Research Committee Director(s)**.



EDUCATION COMMITTEE

What Are the Responsibilities of the CYFAM Education Committee (General Committee Member Volunteers)?

The CYFAM Education Committee focuses on creating and promoting medical educational learning opportunities within the CYFAM community, organizing the Morning Report at the CYFAM Annual Conference, and collaborating with the Research Committee to offer research-related events.

Key Responsibilities:

1. **Foster a safe, inclusive, and supportive environment** for CYFAM members to advance in their medical education, health literacy, and social understanding of Filipinx / Filipinx American health issues.
2. **Promote professional development** in medical education for the CYFAM community.
3. **Identify relevant educational topics** that will support CYFAM members, such as "Medical Tagalog", "How to present a patient".
4. **Design and implement educational programs**, such as events and seminars, for the CYFAM community based on relevant educational topics.
5. **Coordinate and secure speakers, panelists, and prepare presentations** as needed.
6. **Use CYFAM's platform to educate the broader community about Filipinx health disparities.**
7. **Collaborate with the Executive Board** to ensure learning objectives for each event.
8. **Collaborate with the Publicity Committee** to promote events effectively.

The committee is responsible for having at least the following:

- One administrative liaison to the governance committee
- One liaison to the publicity committee
- One liaison to the monthly general meeting
- One liaison to the conference committee

Minimum Yearly Output:

1. Annual Morning Report at the CYFAM Annual Conference.
2. One major Virtual CYFAM Education Event.
3. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM Research Committee Chairs?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Education Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the CYFAM Secretary Chair and the rest of **CYFAM Executive Board..**
6. **Submit committee update** to the CYFAM Monthly General Meeting



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7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

Who do the CYFAM Education Committee and Education Chairs report to?

- The CYFAM Education Committee and Education Chairs directly report to the **CYFAM Education Committee Director(s)**.



MENTORSHIP COMMITTEE

What Are the Responsibilities of the CYFAM Mentorship Committee (General Committee Member Volunteers)?

The CYFAM Mentorship Committee focuses on strengthening the medical pipeline by fostering connections between community members through mentor-mentee relationships.

Key Responsibilities:

1. **Oversee and administer the CYFAM National Mentorship Program.**
2. **Provide direct guidance and support** to both mentors and mentees.
3. **Coordinate and facilitate regular events and programming** specific to mentorship.

The committee is responsible for having at least the following:

- One administrative liaison to the governance committee
- One liaison to the publicity committee
- One liaison to the monthly general meeting
- One liaison to the conference committee

Minimum Yearly Output:

1. Annual Mentorship Event at the CYFAM Annual Conference.
2. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM Mentorship Committee Chairs?

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM's professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Education Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.
5. **Submit monthly meeting minutes** to the **CYFAM Committee Director(s)** and the **CYFAM Executive Board**.
6. **Submit committee update** to the CYFAM Monthly General Meeting
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Recruit and train volunteers** to take on general committee member responsibilities.
11. **Leadership Transition** to the 2027-2028 Chairs.

Who do the CYFAM Mentorship Committee and Mentorship Chairs report to?

- The CYFAM Mentorship Committee and Mentorship Chairs directly report to the **CYFAM Mentorship Committee Director(s)**.



CONFERENCE COMMITTEE

What Are the Responsibilities of the CYFAM Conference Committee (General Committee Member Volunteers)?

The CYFAM Conference Committee oversees the development and execution of CYFAM's Annual Conference, ensuring it aligns with the organization's mission, vision, and core tenets, fostering a supportive and inclusive environment for all participants.

Key Responsibilities: Organize and execute the CYFAM Annual Conference

1. **Develop and define a cohesive conference theme** that addresses relevant issues for the Filipinx American medical community, reflecting both current trends and community needs.
2. **Secure a venue** that fits the needs of the conference and ensures a safe and accessible environment for all participants.
3. **Collaborate with photographers, videographers, and other media professionals** to document the conference, ensuring that all key moments and activities are captured professionally.
4. **Coordinate logistics, scheduling, and planning** for conference speakers, sessions, and workshops, and ensuring learning objectives are integrated into each part of the conference.
5. **Ensure smooth event operations**, from attendee registration to vendors to the execution of workshops and networking opportunities.
6. Security Coordination
 - a. **Develop and implement a comprehensive security plan** for the conference, including conducting a thorough security walk-through in advance of the event.
 - b. **Collaborate with security personnel** to ensure the safety and well-being of all attendees, including emergency procedures, access control, and attendee flow management.
 - c. **Create a comprehensive conference inventory** to track event materials, supplies, and equipment.
7. Volunteer Coordination
 - a. **Recruit, train, and manage conference volunteers**, ensuring they are prepared for their specific roles and responsibilities for the event (whether in-person or virtual).
 - b. **Oversee all volunteer activities** at the conference, ensuring attendance, smooth operation and effective communication.
 - c. **Create a WhatsApp chat** for day-of-conference for all volunteers, including the CYFAM Executive Board
 - d. **Elicit volunteer feedback** after the conference and provide detailed analysis to assess the impact, identify successes, and recognize areas for improvement to inform future conference planning.
8. Major Committee Collaborations
 - a. **Collaborate with the Board of Governors** in all material aspects of the Conference.
 - b. **Collaborate with the Publicity Committee:** To publicize the conference prior, during, and after the conference; ensure the conference content is effectively communicated, including providing necessary materials and promoting events and speakers to attendees; and ensure brand alignment.
 - c. **Collaborate with the Community Engagement Committee;** Work together to secure community partners, including exhibitors and sponsors, to participate in the conference and enhance community engagement.
 - d. **Collaborate with the Development Committee:** Partner to secure financial resources, sponsorships, and grants to support the conference while ensuring alignment with CYFAM's values and long-term goals.
 - e. **Collaborate with the Internal Engagement Committee:** Coordinate with the Internal Engagement committee to send out mass emails to the TidyHQ listserv, ensuring broad outreach to potential attendees and CYFAM members; as well as recruitment efforts at the conference itself.



- f. **Collaborate with the Cultural Committee:** Collaborate to ensure that the conference content, themes, and activities reflect and respect the cultural richness of the Filipinx American community, ensuring a culturally inclusive environment.
 - g. **Collaborate with the Resident Special Interest:** Ensure that resident physicians have dedicated representation at the conference, including events and networking opportunities catered to their professional development, as needed.
 - h. **Collaborate with the IMG Committee:** Ensure representation of IMGs at the conference, especially in the Research Symposium, and support their unique needs and perspectives.
 - i. **Collaborate with the Research Committee:** Collaborate to organize and facilitate the Research Symposium, ensuring that key research initiatives related to Filipinx American health disparities are highlighted and discussed.
 - j. **Collaborate with the Education Committee:** Coordinate with the Education Committee to facilitate the Morning Report session at the conference, ensuring it aligns with professional development objectives.
 - k. **Collaborate with the Mentorship Committee:** Work with the Mentorship Committee to ensure at least one stand-alone mentorship event is held during the conference, fostering meaningful interactions between experienced professionals and medical trainees.
9. Post-Conference Feedback
- a. **Evaluate post-conference feedback and provide detailed analysis** to assess the impact, identify successes, and recognize areas for improvement to inform future conference planning.

Minimum Yearly Output:

1. **CYFAM Annual Conference Gantt Chart (Due by no later than August 30, 2026)**
2. CYFAM Annual Conference “Save the Date” (Due by no later than September 30, 2026) - To be announced at the CYFAM Gala & Filipino-American History Month.
3. Two (2) Conference Volunteer Orientations
4. One (1) Full Dry Run of Conference
5. CYFAM Annual Conference (March/April 2027)
6. Annual Conference Report (Due no later than June 2027).
7. Updated transition documents to 2027-2028 committee.

What Are the Responsibilities of the CYFAM Conference Committee Chairs?

IMPORTANT NOTE

Conference Committee Chairs must have had prior attendance at one or more CYFAM Annual conferences over the past (5) five years.

Chairs are the leaders of the Committee, ensuring that all responsibilities are met efficiently and that the committee functions as a cohesive unit. They are responsible for overseeing communications, coordinating efforts, and upholding CYFAM’s professional standards.

Key Responsibilities:

1. **Ensure all CYFAM Conference Committee duties** are executed effectively.
2. **Facilitate at least one committee meeting per month** to discuss goals, progress, and upcoming initiatives.
3. **Add all committee meetings** to the shared CYFAM Calendar.
4. **Document and maintain meeting minutes** in the CYFAM Shared Google Drive.



5. **Submit monthly meeting minutes** to the entire **CYFAM Executive Board (Executive Chair, Finance Chair, Operations Chair, and Secretary Chair)**.
6. **Submit committee update** to the CYFAM Monthly General Meeting
7. **Ensure committee representation at CYFAM's Monthly General Meetings**, with at least one member in attendance.
8. **Align committee operations** with CYFAM's mission, vision, and core tenets.
9. **Maintain professionalism and consistency** in all internal and external communications.
10. **Leadership Transition** to the 2027-2028 Chairs.

Special Remarks Regarding This Position

Please be advised that the role of Chair on the Conference Committee is both time and energy-intensive. As you will oversee the development and execution of CYFAM's Annual Conference, this role demands significant commitment and responsibility. Despite the rigorous demands, you will be supported by the entire CYFAM National Government.

It is also preferable that at least one Conference Committee chair is a current resident of the city in which the conference will be hosted. It is the expectation that the chair will automatically serve as a liaison between CYFAM and the hosting institution.

This position tends to attract a higher number of candidates compared to other committees. We wholeheartedly invite you to apply. For those inspired to lead, this is a unique opportunity to contribute directly to our mission of building a supportive and vibrant community for all to share and enjoy.

Who do the CYFAM Conference Committee and Conference Chairs report to?

- The CYFAM Conference Committee and Conference Chairs directly report to the entire **CYFAM Governance Board (Executive Chair, Finance Chair, Operations Chair, Secretary Chair)**.



★ ASSOCIATE FINANCE CHAIR

What Are the Responsibilities of the CYFAM Associate Finance Chair?

The Associate Finance Chair is crucial in supporting financial operations, helping to steward CYFAM's mission through budgetary diligence, collaborative planning, and vision-aligned fiscal strategy. This position directly assists the Finance Chair in managing the organization's financial health and works to ensure transparency, accountability, and growth.

In short? *Ikaw ang co-pilot sa pera.* You'll help ensure that every dollar works toward our *pamana*—our legacy.

Why This Matters

As a future or current physician, you know that good care requires sound systems—and CYFAM is no different. The Associate Finance Chair ensures our community's dreams are sustainably funded, our initiatives run smoothly, and our values show up in every dollar spent. Further, the Associate Finance Chair has the unique opportunity to ideate, facilitate, and execute new ideas CYFAM-wide in a supportive environment—akin to a start-up incubator.

If you're someone in medicine who believes advocacy can live in spreadsheets as much as in stethoscopes, this is your moment to lead with *puso* and precision.

Key Responsibilities:

Governance Committee Responsibilities

1. Attend monthly Board of Governors (Executive Chair, Operations Chair, and Financial Chair) meetings.
2. Assist the Finance Chair with preparing and presenting financial updates to the Board.
3. Assist the Finance Chair in documenting and maintaining CYFAM's finances, performing market analyses of the current landscape, and identifying risks to CYFAM.
4. Align actions and operations with CYFAM's mission, vision, and core tenets.
5. Maintain professionalism and consistency in all internal and external communications.
6. Leadership Transition to the 2027-2028 Chairs.

Core Responsibilities

1. Assist the Finance Chair with overseeing the Mabuhay Credit Union account and ensuring proper documentation of all transactions.
2. Coordinate with the Development Chairs to track funding cycles, application timelines, and awarded funds.
3. Collaborate with Conference Chairs to budget for and reconcile annual conference expenses and revenues.
4. Help evaluate the financial feasibility of new CYFAM initiatives.
5. Maintain organized records of budgets, receipts, and reimbursements in CYFAM's shared Google Drive.

General Meetings

1. Support the Finance Chair in preparing financial reports for General Meetings when needed.
2. Help document and address finance-related questions or concerns from the broader CYFAM membership.
3. Assist in creating infographics or visuals for financial transparency (if you're into spreadsheets and design, this is your time to shine!).



IMPORTANT NOTE

The Associate Finance Chair **must have**:

- At least one year of prior leadership experience in CYFAM National Government (e.g., Director or Chair of a Core CYFAM Committee) (required 1, preferred 2+).
- Prior financial experience (eg, accounting internship, previous non-profit treasurer role, etc)
- Prior attendance at least one CYFAM Annual Conference (required 1, preferred 2+).
- Intermediate experience with Google Suite (Sheets, Forms, Drive) and Microsoft Office (Excel, Word, Powerpoint).
- Integrity, discretion, and a deep understanding of CYFAM's values.
- Strong organizational and communication skills.

Additionally, the following are **bonuses** but not required:

- One year experience in non-profit finance or accounting.
 - **Note:** CYFAM may sponsor foundational courses to improve your understanding of business operations and financing, including journal entries (we're here to help you learn, too.)
- Experience and/or interest in donor relations and organizational strategy.
- Experience and/or interest in regulatory compliance and frameworks.
- Held a leadership role within the Development Committee.

Who does the CYFAM Associate Finance Chair report to?

The CYFAM Associate Finance Chair directly reports to the **CYFAM Finance Chair**.



ASSOCIATE OPERATIONS CHAIR

What Are the Responsibilities of the CYFAM Associate Operations Chair?

The CYFAM Associate Operations Chair plays a vital role in supporting the CYFAM Operations Chair in ensuring that the organization's committees, events, and members are functioning smoothly and communicating effectively with each other. This position is crucial for supporting CYFAM daily operations as well as special events and relationships with other Filipinx organizations, community partners, and stakeholders. The Associate Operations Chair will report directly to the CYFAM Operations Chair and ensure that our community is cohesive and all members feel valued, supported, and motivated to uphold our mission of promoting the leadership development of young Filipinx American physicians and trainees, reinforcing the educational pipeline, and addressing structural health inequities.

Why This Matters

Every thriving organization is rooted in group cohesiveness, excellent communication, and behind-the-scenes operations that run like a well-oiled machine. In order to have these foundational tenets, an organization requires someone who is skilled at communicating between and among organizational leaders and considering "nuts and bolts" logistics that make every event and effort put forth by an organization appear effortless. As a future physician and/or health care worker, attention to both detail and the big picture is paramount. The Associate Operations Chair position will help you hone the skills needed to imbibe calm amidst chaos and bring together groups of people to work toward a common good, two valuable abilities that every successful physician has.

If you are someone who loves learning about others, helping fellow community members feel belonging and achieve their goals, and organizing groups to accomplish a shared vision, all in the Filipino spirit of *bayanihan*, consider applying to be our first ever CYFAM Associate Operations Chair today!

Key Responsibilities:

Governance Committee Responsibilities

1. Attend monthly Board of Governors (Executive Chair, Operations Chair, and Financial Chair) meetings.
2. Align actions and operations with CYFAM's mission, vision, and core tenets.
3. Maintain professionalism and consistency in all internal and external communications.
4. Leadership Transition to the 2027-2028 Chairs.

Core Committee Responsibilities

5. Update and maintain the live document of CYFAM leader contact information.
6. Maintain the CYFAM calendar and produce a monthly deliverable calendar of all CYFAM events and activities.
7. Assist the Operations Chair with communications to and among Committee Directors, Executive Committee members, and Board of Trustees members.
8. Assist the Operations Chair with mentorship of the Development/Finance/Operations Committee.
9. Assist the Operations Chair in producing the Annual Report, in conjunction with other CYFAM members.
10. Assist the Operations Chair in organizing and maintaining the various shared CYFAM Google Folders.
11. Assist the Operations Chair with risk mitigation and logistic planning for CYFAM events, in particular for the annual CYFAM conference.
12. Assist the Operations Chair with liaising among CYFAM partners and stakeholders regarding new community events and partnerships.
13. Collaborate with the Conference Coordinators to ensure to consider important logistic matters prior to, during, and after the annual conference.



14. Collaborate with the Finance Chair and Associate Finance Chair and make recommendations about the organization's Annual Budget.
15. As the organization grows, develop ideas regarding ways we can refine and enhance our organization's governance structure, protocols, and outward-facing actions.

IMPORTANT NOTE

The Associate Operations Chair **must have**:

- At least one year of prior leadership experience in CYFAM National Government (e.g., Director or Chair of a Core CYFAM Committee) (required 1, preferred 2+).
- Prior attendance at least one CYFAM Annual Conference (required 1, preferred 2+).
- Experience with Google Suite (Sheets, Forms, Drive), Microsoft Office (Excel, Word, Powerpoint), and Zoom..
- Integrity, discretion, and a deep understanding of CYFAM's values.
- Strong organizational and communication skills.
- A keen interest and skills in networking and communicating with multi-disciplinary healthcare professionals.

Additionally, the following are **encouraged** but not required:

- Experience with, or ideas about, risk mitigation for a medical organization as a whole.
- Experience and/or interest in donor relations and organizational strategy.
- Knowledge on leadership styles and strategies to support group cohesiveness.
- Held a leadership role within the Development Committee.

Who does the CYFAM Associate Operations Chair report to?

The CYFAM Associate Secretary Chair directly reports to the **CYFAM Operations Chair**.



ASSOCIATE SECRETARY CHAIR

What Are the Responsibilities of the CYFAM Associate Secretary Chair?

The CYFAM Associate Secretary Chair plays a pivotal role in supporting the CYFAM Secretary Chair to ensure the effective operation of the organization. This position is crucial for managing administrative functions, drafting communications, and guiding project execution. Reporting directly to the Secretary Chair, the Associate Secretary Chair will contribute to the national mapping of CYFAM's organizational structure, demonstrating leadership in information management and project coordination. Rooted in Filipino values of *bayanihan* and *pakikisama*, this role fosters collaboration and unity across all levels of the organization, ensuring initiatives are carried out with purpose, diligence, and a shared vision for the community.

Why This Matters

In both the Filipino and medical communities, communication is the foundation of trust and collaboration. As a future or current physician, you know that effective care depends on clear, responsive communication and strong organizational systems—and CYFAM is no different. The Associate Secretary Chair plays a critical role in ensuring transparent communication, institutional memory, and supporting leadership. By fostering connection and alignment, this role drives the community toward shared goals.

If you're someone in medicine who believes that advocacy begins with clear, compassionate communication—who practices *pakikipagkapwa* in every message and *sipag at tiyaga* in every follow-up—this is your moment to help lead through connection, coordination, and care.

Key Responsibilities:

Governance Committee Responsibilities

1. Attend monthly Board of Governors (Executive Chair, Operations Chair, and Financial Chair) meetings.
2. Assist the Secretary Chair document and maintain Governance Committee meeting minutes in the CYFAM Kapwa Shared Google Drive.
3. Align actions and operations with CYFAM's mission, vision, and core tenets.
4. Maintain professionalism and consistency in all internal and external communications.
5. Leadership Transition to the 2026-2027 Chairs.

Core Committee Responsibilities

1. Assist the Secretary Chair in organizing and maintaining the Kapwa Drive.
2. Assist the Secretary Chair with the BILD initiative.
3. Assist the Secretary Chair with oversight of the Membership committee and committee deliverables.
4. Assist the Secretary Chair with oversight of the IMG committee and committee deliverables.
5. Directly oversees the regional chair interest group.
6. Maintain a database of local regional activities.
7. Collaborate with the Conference Coordinators as necessary.

General Meetings

1. Assist the Secretary Chair with:
 - a. Sending reminders to individual committee chairs and directors to place core committee updates on monthly General Meeting agenda
 - b. Sending reminders to CYFAM members about monthly General Meetings



- c. Documenting attendance during the monthly General Meetings.
- d. Tracking key action items from meetings, ensuring follow-through and timely updates to leadership and members.
- e. Organizing and maintaining accurate records of meeting minutes, attendance logs, and other key documents to support decision-making and future reference.

IMPORTANT NOTE

Associate Secretary Chair must have:

- Integrity, discretion, and a deep understanding of CYFAM's values.
- At least one year of prior leadership experience in CYFAM National Government (eg, Director or Chair of a Core CYFAM Committee) (required 1, preferred 2+).
- Prior attendance at least one CYFAM Annual conference (required 1, preferred 2+).
- Computer literacy, especially with telecommunication (eg, Zoom), Google Suite, and Canva.
- Strong written and oral communication skills, organizational skills, and leadership skills.

Who does the CYFAM Associate Secretary Chair report to?

The CYFAM Associate Secretary Chair directly reports to the **CYFAM Secretary Chair**.



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