

# Position Description: Advocacy Coordinator, Wellness & Student Life Action Committee

## Action Committee overview: Wellness & Student Life

The Wellness & Student Life (WSL) Action Committee is dedicated to both trainee wellness and patient wellness through the development of patient-centered care and of supportive educational environments. These goals require an emphasis on patient-centered care over physician-centered care, especially as that care pertains to integrative, complementary, & alternative medicine (ICAM). The WSL committee also advocates for and supports the need for trainees to have regular access to medical humanities to foster healing through understanding, community, creativity, personal reflection, and a connection with humanity.

## Position description

The WSL Advocacy Coordinator is responsible for executing AMSA's advocacy efforts in issues of wellness, student life, and integrative, complementary, and alternative medicine (ICAM). Advocacy can take many shapes, including awareness campaigns, member engagement, contacting policymakers, and grassroots organizing.

As part of the Wellness & Student Life Action Committee, the advocacy coordinator can expect to work closely with the Chair of the committee and its Programming Coordinator to determine the direction of the committee's efforts for the year and to execute committee projects. Committee projects often combine advocacy and programming, and some duties in shared projects may overlap.

As a national Advocacy Coordinator, the WSL Advocacy Coordinator will fulfill the general duties and responsibilities of a national Advocacy Coordinator as described further below.

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

- Implementing events for the Suicide Prevention and Awareness Week in partnership with the Wellness and Student Life Chair and Programming Coordinator
- Supporting programming efforts with relevant AMSA Academy Scholars

Program. Consult and collaborate with leaders of the program to contribute to its success as needed.

- Identifying and addressing gaps in AMSA policies regarding Wellness and Student Life
- Reviewing and recommending AMSA's stance on Federal Bills as it relates to medical student wellness and patient mental health
- Writing pieces and encouraging submissions regarding mental health for publication, which may include but is not limited to AMSA on call blog, and AMSA rounds
- Investigating and championing advocacy campaigns regarding mental health on the behalf of the AMSA WSL committee
- Planning and execution with fellow committee members of periodic webinars, social media content, website updates, or blog posts on wellness or integrative medicine topics.
- Other duties as assigned.

## 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 will work closely with the outgoing coordinator to learn about the position and the work of the committee or team.

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 Advocacy Coordinators

Advocacy Coordinators work to design, develop, and execute various elements of AMSA's advocacy. Advocacy includes—but is not limited to—grassroots organizing, awareness campaigns, membership engagement and mobilization, and contacting policymakers. Particularly in their content area, they will develop and use skills in advocacy 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 advocacy projects.
- **Identify gaps in physician training** as opportunities for advocacy.
- **Promote advocacy opportunities** to membership.
- **Assess the effectiveness of AMSA advocacy** and areas for improvement.
- **Collaborate with members, leaders, or staff** in the development of AMSA advocacy.
- **Maintain relationships with partnership organizations** for AMSA, and identify or connect with new partners, particularly toward collaborative advocacy efforts.
- **Engage members regularly** in advocacy efforts.
- **Support members** in their own advocacy efforts.

Advocacy 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.

Advocacy 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 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 event, **June 13 - 18, 2023** Convention/Building on Foundations national leadership training
  - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.