Position Description:
Programming Coordinator, Wellness & Student Life Action Committee

Updated 12/13/2019

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 Programming Coordinator is responsible for executing AMSA's programming efforts in issues of wellness, student life, and integrative, complementary, and alternative medicine (ICAM).

As part of the Wellness & Student Life Action Committee, the Programming Coordinator can expect to work closely with the Chair of the committee and its Advocacy 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 Programming Coordinator, the WSL Programming 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 Programming Coordinator, specified responsibilities include:
● Continuing efforts to plan and execute Suicide Prevention and Awareness Week in partnership with the Wellness and Student Life Chair and Advocacy 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.

● Planning and execution with fellow committee members of periodic webinars, social media content, website updates, or blog posts on wellness or integrative medicine topics.

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.

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 advocacy to:

- **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.
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 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.