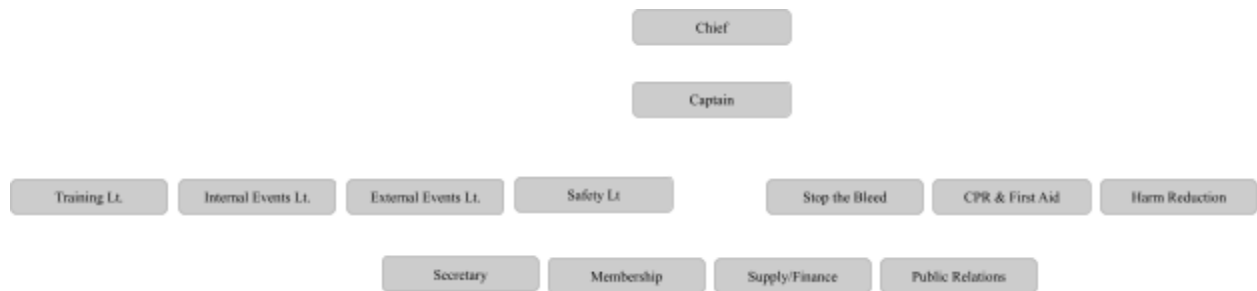


Longhorn EMS
Executive Board Descriptions and Duties



1. Operations Officers

a. Chief

- i. Serves as the Designated Organization Representative.
- ii. Oversees all internal and external matters of the organization.
- iii. Maintains relations with other university offices, administrators, faculty, and staff.
- iv. Maintains relations with ATCEMS.
- v. Maintains relations with the Office of the Chief Medical Officer (OCMO).
- vi. Maintains relations with the local, state, and national media.
- vii. Assists in Responder credentialing, training, and event planning where needed.
- viii. If present at an event, the Chief will be responsible for leading, directing, and ensuring the safety of his/her LEMS teams.
- ix. Shares equal access to financial accounts with the Supply and Finance Officer to ensure accountability.

b. Captain

- i. Assists the Chief in the duties of that office.
- ii. Serves as a Designated Organization Representative.
- iii. Oversees all Operations and Chain of Command thereof.
- iv. Is the acting Chief in the event that the Chief can no longer fulfill the duties of that office.
- v. Assists in Responder credentialing, training, and event planning where needed.
- vi. If a higher ranking officer is not present, the Captain will be responsible for leading, directing, and ensuring the safety of his/her LEMS teams at events.

c. Training Lieutenant

- i. 3rd in command along with other Lieutenants for Operations if the Chief or Captain cannot be present.
- ii. Main function is to train EMTs and conduct Responder credentialing for rank advancements; Training Lieutenant will also be a source of contact for any questions involving certifications/recertifications/credentialing.
- iii. Serves as the point of contact for ATCEMS Credentialing process
- iv. If higher ranking officer is not present, Training Lieutenant will be responsible

- for leading, directing, and ensuring the safety of his/her LEMS teams at events
- v. Assists in event planning where needed for further training protocol logistics
- vi. Informs the membership of current advisories sent out by the Office of the Medical Director regarding protocols/credentialing/Continuing Education.
- vii. Oversees the Training Chair/Committee, whose primary function is to create biweekly training activities for general meetings.

d. Internal and External Special Event Lieutenants

- i. 4th in command along with other Lieutenants for Operations if the Chief or Captain cannot be present.
- ii. Main function is to plan, coordinate, and execute medical standby events, as well as maintaining in close contact with community partnerships
- iii. Distinction of two Event Lieutenants:
 - 1. External events will oversee non-UT affiliated events in the Austin community
 - 2. Internal events will oversee all UT affiliated and campus events and affairs
- iv. If higher ranking officer is not present, Lieutenants will be responsible for leading, directing, and ensuring the safety of his/her LEMS teams at events
- v. Assists in training/Responder credentialing where needed.
- vi. Both lieutenants will be expected to collaborate, and offer support in the event that one events lieutenant cannot be present
- vii. Oversees the Events Chair/Committee, whose primary function is to make connections and obtain events. Events Chair(s) will then pass the connection to the Events Lieutenant for planning and execution

e. Safety Lieutenant

- i. 5th in command along with other Lieutenants for Operations if the Chief or Captain cannot be present.
- ii. Leads and organizes the Longhorn EMS Orientation for all new Support Team members and Responders.
- iii. In charge of infection control, HAZ-MAT training, and other advisories sent out by the CDC and OCMO necessary to the functioning of LEMS.
- iv. Ensures all members are covered by a health insurance plan.
- v. Ensures that all members are up to date on all vaccinations required by Longhorn EMS.
- vi. Conducts yearly infection control training: this consists of Bloodborne Pathogens Training (video) and a review of Longhorn EMS Infection Control Plan.
- vii. Coordinates yearly HAZ-MAT training. All members of the organization must be trained yearly to the HAZ-MAT Awareness level.
- viii. Informs the membership of current advisories sent out by the Center for Disease Control or the Office of the Medical Director, pertaining to infection control.
- ix. Oversees the Safety Chair/Committee, whose primary function is to ensure Support Team members are adequately trained.

2. Administrative Officers

a. Secretary

- i. Maintains an active LEMS roster as well as a Master LEMS roster, over see membership profile information including certifications, organization paperwork, via Airtable etc.
- ii. Immunizations: be responsible for ensuring that all members are up to date on all vaccinations required by Longhorn EMS including
 1. Immunizations required for admittance to the University
 2. Meningococcal (bacterial meningitis) vaccine
 3. Measles, mumps, and rubella vaccine
 4. Influenza*
 5. COVID-19*
- iii. Verify documents submitted by trained responders to be up to date and legitimate.
 1. Provide monthly audits for those with upcoming expiring documents
- iv. Distributes a copy of general meeting PowerPoints after each general meeting via email or other authorized LEMS communication platforms via Mailchimp.
 1. Responsible for sending bi-weekly reminder emails and Discord messages about General Meetings, important dates, or last-minute events.
 - a. Retains a list of a master email list.
- v. Assist with the PR director of creating Google Slides to share with all of the officers so they can add information.
- vi. Curates QR code sign in for each General Meeting slide presentation, and accounts for member attendance and points for events.
- vii. Manages the database of LEMS alumni and medical contacts.
- viii. Oversees the Secretarial Chair/Committee, whose primary function is to assist in administrative and organizational duties of LEMS rosters.

b. Membership Director

- i. Main Function is to serve as the primary liaison between Executive Board and General Membership, by addressing concerns and suggestions of the General Membership to the Executive Board.
- ii. Coordinates LEMS events, including:
 1. At least 1 social, 1 workshop, and 1 guest speaker per month
 2. Yearly Spring Banquet
 3. Leadership Team Activities
- iii. Invites speakers for general meetings (that do not have a training component set up by the Training Lieutenant), to provide advice on pre-healthcare related subjects (ex. medical school applications, MCAT, resume building, etc.)
- iv. Provides educational content and resources such as for the NREMT/EMT courses or pre-healthcare career planning.
- v. Manages shadowing with physicians and other healthcare careers.
- vi. Coordinates with the Supply and Finance Officer for budgeting socials and activities.

- vii. Coordinates and promotes community within LEMS by managing families and mentorship for members.
- viii. Oversees the Membership Chair/Committee whose primary function is to assist in creating a fun and welcoming environment among LEMS and help plan social events.

c. Supply and Finance Officer

- i. Orders all medical supplies and equipment
- ii. Monitors the use of supplies and keeps a record of spending on all supplies and equipment.
 - 1. Notifies the Executive Board if excessive supply use or theft is taking place.
- iii. Maintains a record of all invoices
- iv. Checks all responder bags/equipment and audits bag check out forms
- v. Orders and distributes all uniforms and other organization apparel, in collaboration with the Public Relations Officer.
- vi. Maintains close communication with the Organization Adviser and completes the necessary requirements
- vii. Represents the organization along with the Chief and Captain at any budget meetings.
- viii. Maintains a computerized ledger detailing the account activity of the organization which should be available at any point to the General Membership or Executive Board.
- ix. Allocates funds for events, equipment/apparel purchases, or other items necessary for the proper functioning of the organization
 - 1. Shares equal access to financial accounts with the Chief to ensure accountability.
- x. Oversees the Finance Chair/Committee to plan semesterly fundraising dates and financial initiatives

d. Public Relations

- i. Responsible for recruitment and membership retention strategies.
- ii. Takes pictures, manages all social media (Instagram, Twitter, LinkedIn), and organizes photos and slideshows for LEMS events
- iii. Responds to personal inquiries regarding Longhorn EMS. If beyond the knowledge or scope of the administrative secretary, consult the Chief or Captain.
- iv. Manages the official Longhorn EMS website regarding (but not limited to):
 - 1. Updating officer information and contact information
 - 2. Updating calendar, upcoming events/sign up sheets
 - 3. Design/improvements of website display
 - 4. Uploads general meeting content for member reference
- v. Organization/Execution of all media and tools for General Meeting.
- vi. Creates the Google Slides to share with all of the officers so they can add information.

1. Arrives early to the General Meeting room to set up presentation in slides
- vii. Oversees the Public Relations chair/committee to assist the PR Officer in maintaining social media platforms, aid in answering questions, and interacting with partnerships.

3. Public Health Education Directors

a. Stop the Bleed Officer

- i. Assists the Dell Med-appointed Stop the Bleed Coordinator with training instructors, organizing workshops, and outreach.
- ii. Acts as Liaison between LEMS and the Dell Medical School.
 1. The Director is responsible for communicating with the Dell Med Stop the Bleed coordinator and coordinating goals and expectations between LEMS and Dell Med.
 2. This includes meeting with the coordinator and bringing topics of interest to LEMS executive board meetings.
 3. If the Longhorn EMS Stop the Bleed Director is also the Dell Med-appointed Stop the Bleed Coordinator, he or she will serve both functions simultaneously
- iii. Overseeing the Stop the Bleed Committee
 1. The Director will recruit, select, and oversee chairs of the StB committee.
 2. The committee's primary duty is to assist with outreach and expansion of the program.
 3. This includes contacting organizations to host workshops and devising strategies for promoting the program to the student body in accordance with the Dell Med Coordinator.
- iv. Training Stop the Bleed Lead Instructors
 1. The StB Director will keep track of each LEMS member's eligibility status for becoming StB lead instructors. He or she is to understand that there are four requirements before a member is cleared to become a lead instructor. First, they must have a credible medical certification as indicated by the STOP THE BLEED® eligibility. Second, they must attend at least one Stop the Bleed Workshop prior. Third, they must have completed a training workshop hosted by the Dell Med Coordinator or the StB Director. Fourth, they must teach a live StB workshop in the presence of a StB committee chair and receive positive feedback from the chair, which would be relayed to the StB Director to confirm the new instructor's status as lead instructor. The Director is to periodically provide the Dell Med Coordinator with updated eligibility statuses of each LEMS member and help host instructor training workshops if the Dell Med Coordinator requests so
- v. Note: The extent of the Stop the Bleed Director duties may differ depending on the Dell Med Stop the Bleed Coordinator in place. For more specific instructions,

contact and coordinate with the appointed Dell Med employee.

b. First Aid Workshops/TAKE10 Director

- i. Designs and updates curriculum to be taught in First Aid Workshops and seeks approval from Chief and Captain
- ii. Acts as primary liaison between TAKE10 CPR program and LEMS, and maintains relations with current TAKE10 contact.
- iii. Trains or manages training opportunities for First Aid Workshops and TAKE10 CPR instructors
- iv. Manages roster of all First Aid Workshops/TAKE10 instructors, and rosters of individuals who become First Aid/TAKE10 CPR trained
- v. Maintain and advance the quality of workshops through the educational material, audience engagement, and timing.
- vi. Outreach and coordinate sign-ups with student organizations and local Austin organizations and schools. This includes confirming the logistics of the workshop.

c. Harm Reduction Director

- i. Trains or manages training opportunities for Drug Safety instructors.
- ii. Assists with presenting our Drug Safety workshop and reaching out to the UT and Austin community.
- iii. Acts as primary liaison between on and off-campus partners (e.g. Sobering Center/SHIFT) and LEMS.
- iv. Recruits LEMS members for Sobering Center opportunities, assisting with credentialing of EMT-B or higher.
- v. Assists in maintaining a relationship with the Sobering Center through volunteer work and organization of volunteers.
- vi. Manages roster of all Drug Safety instructors, and rosters of individuals who become instructor trained.
- vii. Oversees the Harm Reduction chair/committee to assist the PR Officer in maintaining social media platforms, aid in answering questions, and interacting with partnerships.