

AMSA Officer Elections

2013-2014

Eligibility Requirements

- General Board Members:
 - By April 18th, must have attended 50% (6 General Meetings)
 - Email Lauren Meyer at lmeyer@berkeley.edu to check your points
 - Served as a committee member for at least 2 semesters

Executive Requirements

- Executive Positions:
 - President, VP of Programming, VP of Membership
 - By April 18th, must have attended 50% (6 General Meetings)
 - Email Lauren Meyer at lmeyer@berkeley.edu to check your points
 - Served on board for at least 2 semesters (1 academic year)

Petitions

- Don't meet all of the eligibility criteria?
 - Email a brief statement (200-300 words) to berkeleyamsa@gmail.com by April 11th detailing why you believe you should be considered

Applications

- Applications posted on amsa.berkeley.edu starting tonight, April 4th
- Send copy of completed application to berkeleyamsa@gmail.com by April 11th, 11:59 pm.
- All applications posted on amsa.berkeley.edu, Facebook, and e-mailed to AMSA listserve for review
- Each position limited to 3 applicants
- Cannot run from the floor if there are already 3 applicants

Elections

- April 18th, 2013 in 2063 VLSB
- Ranking Votes
- Voting for each officer position
 - Executive positions
 - Committee chairs

President

1. Plan and organize yearly calendar and organization agenda
2. Act as AMSA UC Berkeley Premedical Chapter representative both internally and externally
3. Work with Treasurer to approve committee & annual budgets
4. Attend and direct all board and general meetings

Vice President of Programming

1. Help action committee chairs execute all action committee programming
2. Organize the UC Berkeley Pre-Health Conference, with help from the other board officers
3. Attend all board and general meetings, excused only by a midterm or serious illness
4. Help organize banquets with VPM

Vice President of Membership

1. Design and print membership applications, cards, t-shirts
2. Process all membership applications
3. Maintain membership standing system
4. Coordinate new member recruitment for each semester
5. Plan Winter and Spring Banquets
6. Attend all board and general meetings, excused only by a midterm or serious illness

Secretary

1. Record minutes at every board meeting
2. Handle room reservations in a timely fashion
3. Work with ASUC to request services such as space allocation, after hours access to storage facility, etc.
4. Assist VPM for planning banquets and recruitment events
5. Attend all board and general meetings, excused only by a midterm or serious illness

Treasurer

1. Raise funds by securing external grants
2. Work with fundraising and community service chairs to develop special fund for long-term humanitarian cause
3. Work with committee chairs to propose and update committee budgets
4. Act as primary ASUC agent, handling reimbursements in a timely fashion
5. Attend all board and general meetings, excused only by a midterm or serious illness

Webmaster

1. Update AMSA website, Facebook and Google calendar with information, links, and events on a weekly basis
2. Troubleshoot any problems with website in a timely fashion
3. Handle membership roster and registration with VPM
4. Attend all board and general meetings, excused only by a midterm or serious illness

Fundraising Chair

1. Plan and execute monthly fundraising events
2. Plan fundraising event for humanitarian cause
3. Attend all board and general meetings, excused only by a midterm or serious illness

Community Service Chair

1. Plan and execute at least 2 community service events per semester servicing AMSA members and the community
2. Attend all board and general meetings, excused only by a midterm or serious illness

Community & Environmental Health (CEH)/Global Health Chair

1. Plan and execute at least 2 action committee events each semester servicing AMSA members and the community
2. Attend all board and general meetings, excused only by a midterm or serious illness

Culture of Medicine/Humanistic Medicine/Policy Chair

1. Plan and execute at least 2 action committee events each semester servicing AMSA members and the community
2. Attend all board and general meetings, excused only by a midterm or serious illness

Student Life/Publications Chair (PMSG)

1. Plan and execute at least 2 action committee events each semester servicing AMSA members and the community
2. Publish PMSG to be distributed at UC Berkeley Pre-Health Conference
3. Attend all board and general meetings, excused only by a midterm or serious illness

Race, Ethnicity & Culture in Health/Gender & Sexuality Chair (REACH/GS)

1. Plan and execute at least 2 action committee events each semester servicing AMSA members and the community
2. Attend all board and general meetings, excused only by a midterm or serious illness

Additional Officer Responsibilities

- Act as AMSA representatives within and outside of the Berkeley community
- Help plan and execute the annual UC Berkeley Pre-Health Conference
- Table on Sproul Plaza during recruitment seasons
- Obtain donations for banquets and other events from local businesses

Keep In Mind...

- Officer responsibilities are not limited solely to what is listed
- Expectation to be proactive, responsible and professional
- Expectation to be present at ALL Board Meetings and General Meetings