

AMSA Officer Elections

2012-2013



Eligibility Requirements

- General Board Members:

- By March 26, earn 30% of highest total points earned by an AMSA member
- Email Gianna Peralta at giannaperalta@gmail.com to check your points
- Committee member for at least **TWO** semesters

Eligibility Requirements

- Executive Positions:

- President, VP of Programming, VP of Membership **ONLY**
- By March 26, earn 30% of highest total points earned by an AMSA member
 - Email Gianna Peralta at giannaperalta@gmail.com to check your points
- Served on board for at least **TWO** semesters

Petitions

- Don't meet all of the eligibility criteria?
- Brief statement (200-300 words)
 - Send to Jennifer Kahng, jkahng@berkeley.edu by March 26

Applications & Interviews

- Application posted on amsa.berkeley.edu
- Send electronic copy to Jennifer Kahng, jkahng@berkeley.edu by March 26
 - Include petition statement if applicable
- Sign up for interviews during the week of April 2
- All application answers posted on amsa.berkeley.edu

Election!

- April 12th, 2012 @ 2063 VLSB
- Vote for each position at a time
 - Executive positions
 - Committee chairs
- Ranking votes

President

1. Plan & organize yearly calendar and organization agenda
2. Act as AMSA UC Berkeley Pre-Medical Chapter representative both internally & externally
3. Work with Treasurer to approve committee & annual budgets
4. Attend & direct all board and general meetings
5. Wear AMSA t-shirt once a week, TBD by board

Vice President of Programming

1. Help action committee chairs execute all action committee programming.
2. Organize the UC Berkeley Pre-Health Conference, with the help of the board of officers.
3. Attend all board and general meetings, excused only by a midterm or serious illness.
4. Help organize banquets with VPM
5. Wear the chapter's AMSA shirt once a week, on a day to be determined by the board.

Vice President of Membership

1. Design & 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 Social & Spring Banquet
6. Maintain member engagement with AMSA socials
7. Attend all board and general meetings, excused only by a midterm or serious illness
8. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Secretary

1. Record minutes at every board and general meeting. Send to Webmaster to be posted on AMSA website
2. Handle room reservations in timely fashion
3. Work with ASUC to request services such as space allocation, after hours access to Eshleman Hall, 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
6. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

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 (Flying Doctors)
3. Work with AC chairs to propose and update committee budgets
4. Act as primary ASUC agent, handling reimbursements in timely fashion
5. Help handle membership registration with VPM
6. Attend all board and general meetings, excused only by a midterm or serious illness
7. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Webmaster

1. Update AMSA website, Facebook, and Google calendar with information and links of events on weekly basis
2. Troubleshoot any problems with website in 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
5. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Fundraising Chair

1. Plan & execute monthly fundraising events
2. Plan fundraising event for humanitarian cause (Flying Doctors)
3. Attend all board and general meetings, excused only by a midterm or serious illness
4. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Community Service Chair

1. Plan & execute at least two 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
3. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Community & Environmental Health/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
3. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

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
3. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Student Life/Publications Chair

1. Plan and execute at least 2 student life events each semester servicing AMSA members and the community
2. Publish PMSG to be distributed at UC Berkeley Pre-Health Conference
3. Execute monthly weekly newsletters
4. Attend all board and general meetings, excused only by a midterm or serious illness
5. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Race, Ethnicity & Culture in Health/Gender & Sexuality 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
3. Wear the chapter's AMSA shirt once a week, on a day to be determined the board.

Additional Officer Responsibilities

- Act as AMSA representatives within and outside of the Berkeley community
- Help plan & execute annual UC Berkeley Pre-Health Conference
- Table on Sproul during recruitment seasons
- Obtain donations for banquets and other events from local businesses
- AC chairs: contribute to monthly newsletter on rotational basis