

AMSA Board of Officers 2012-2013 Application



I am interested in serving on the AMSA board as Vice President of Membership or as Secretary because I believe that both positions are critical to facilitating communication and ensuring that all members receive information in a timely manner. The VPM is responsible for coordinating all of the membership information, including registration, membership fees, and t-shirts. The VPM is also highly involved in planning both the fall and spring banquets and plays a role in organizing several aspects of the annual pre-health conference. When people are unable to attend meetings or events, the secretary makes that information accessible to them, which allows AMSA to better fulfill its mission of preparing students for future medical careers. In addition to preparing the minutes for the meetings, the secretary coordinates room arrangements and communicates this with the other members of the board.

I believe that my strong organizational skills make me well suited for both of these positions. The VPM position now includes a greater degree of coordination with other members of the board to ensure that tasks are appropriately divided and completed thoroughly and promptly. I have had significant experience in other student organizations, both in high school and at Berkeley, in working with people and coordinating group efforts to complete large-scale projects. I am capable of taking notes in a concise but thorough manner, which as secretary, would facilitate the distribution of information to people who are unable to attend events and would make the information readily available as a reference to people who wish to learn more about a particular subject. Also, I have had extensive experience working with student government representatives in securing facilities. I have served in several leadership roles in the past that have allowed me to build these organizational skills further and have given me the experience I would need to maintain this high degree of communication. I have served as both the vice-president and president of my high school symphony orchestra, in which I was responsible for communicating with members of the community to coordinate funding and facilities and preparing the agenda for weekly meetings. I have also served as secretary of several student science organizations and performed many of the same tasks required of the AMSA secretary, namely preparing and distributing the minutes from meetings and coordinating meeting locations. As AMSA secretary this past year, I have successfully fulfilled all of these duties, making me well qualified to serve as secretary again, and have had considerable insight into the workings of the AMSA board and believe I would also be well qualified to serve as VPM.

As AMSA VPM, I would like to work to streamline the process of collecting and maintaining the membership information and increase the transparency for members regarding their standing in the organization. I would like to ensure that during our new member recruitment events, people understand how to track their standing in terms of their points and the significance of the points. As AMSA secretary, I would like to make members aware of the resources available to them through AMSA by making all information presented at events more readily available. One major goal would be to

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berkeleyamsa@gmail.com

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ensure that all members are familiar with the website and recognize that information from meetings can be found there. This would be accomplished by ensuring constant communication with action committee chairs regarding upcoming events as well as with the webmaster to make sure that all members have access to accurate and up to date information. I believe that this would increase the accessibility of the resources presented through AMSA and would allow members to pursue individual interests outside of the general meetings.

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