

# Position Description: Programming Coordinator, Medical Education Action Committee

## Action Committee overview: Medical Education

The Medical Education (ME) Action Committee is responsible for executing AMSA's programming and advocacy efforts in issues of medical education, including but not limited to diversity in medical education, gaps in medical education, curricular reform, student debt, innovation in medical education, academic medicine, graduate medical education.

## Position Description

The ME Programming Coordinator is responsible for executing AMSA's programming efforts in issues of medical education.

As a national Programming Coordinator, the ME 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:

- Maintaining partnerships with Association of American Medical Colleges, American Osteopathic Association, Licensing Committee on Medical Education and Commission on Osteopathic College Accreditation in education efforts.

## Term and transition

The term of an Action Committee coordinator is one year, **beginning on May 1 and ending April 30**. 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:

- **Build and execute programming and advocacy action items** related to AMSA's policy priorities as directed by the Board of Trustees
- **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.
- Other duties as assigned.

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 30, 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.
- **Participation in the AMSA Leadership Program before or during the leadership term is encouraged.**
- **Required meeting attendance**
  - Committee meetings (virtual), typically one or two per month
  - Mandatory In-person event, **June 13 - 18, 2023** Convention/Building on Foundations national leadership training
  - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.