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Members,
Congratulations! You’ve taken the first step to embark upon a life-changing journey filled with relationship building, leadership, and most of all furthering the mission of the SNMA. We are very happy that you are considering using your skills to assist our great organization in supporting our members, serving the community, and continuing our work in “Diversifying the Face of Medicine”. For over 50 years, medical students just like you have led the SNMA. This opportunity to #LEADwithSNMA holds both the opportunity to serve our amazing organization and an opportunity for personal growth through networking, leadership, and an atmosphere dedicated to supporting you personally, professionally, and academically.

During the 2016 Annual Medical Education Conference in Austin, Texas, you will have the opportunity to show the SNMA how you are the future of SNMA Leadership as our national officers will be elected or appointed by either the Board of Directors (BOD) or House of Delegates (HOD). All active members of the SNMA are eligible for the herein listed nationally elected or appointed committee positions. The description of the goals and responsibilities for each of these positions and committees can be found here as well as in the Elections Interest Packet. As you review the attached documents, please take some time to carefully consider each of the positions to determine how your particular skill set and interests could best be used in a national leadership capacity.

As National President-Elect and Elections Committee Chair, I am happy to provide you with any additional information on my objectives for the next administrative year, as well as refer you to the current officers in any positions of interest. If you are interested in applying for both elected and appointed positions, you should complete the application and submit an electronic copy of both the completed application and the supplemental documents in one email to programs@snma.org AND presidentelect@snma.org by January 31, 2016, 11:59 PM EST for eligibility review. Please note that late applications for appointed positions may not be considered and members submitting late applications for elected positions may have to run from the floor of the House of Delegates at the Annual Medical Education Conference. We strongly encourage you to submit your materials as early as possible. The Elections Committee will confirm the candidacy of all applicants by February 15, 2016. A call will be held for all candidates there after allowing for a review of the elections and campaigning policies.

As an interested member, we cordially invite you to attend the Third Quarterly National Leadership Institute and Board of Directors meeting held February 3-5, 2016 in Tampa, Florida at the Moffitt Cancer Center. While attendance at this meeting is not required for candidacy, you will have the opportunity to observe the operation of the Board of Directors, to meet current and past national leaders, and to begin your journey into national leadership. If you would like to attend, you can find more information on the SNMA website.

On behalf of the Elections Committee and the 2015-2016 administration Board of Directors, I thank you for your interest in SNMA National Leadership. Our organization could not function without members like you, dedicated to ensuring we continue the work of our mission for years to come. Please do not hesitate to contact me at presidentelect@snma.org for any questions that you may have. I look forward to receiving your application.

Yours in SNMA,

Christen Johnson
National President-Elect 2015-2016
Elections Committee Chairperson
presidentelect@snma.org

Overview
SNMA’s 52nd Annual Medical Education Conference (AMEC) will be held March 23-27, 2016 in Austin, Texas. During this annual meeting, the SNMA House of Delegates (HOD) will convene and elect national officers for the 2016-
2017 administrative year. The Board of Directors (BOD) will also elect BOD officers and approve Committee Chair appointments made by the incoming National President. The AMEC formally begins with an Opening Ceremony on Thursday, March 24 at 12:00 pm. The first session of the HOD is on Thursday, March 24 at 5:00 pm. For further details about the conference and for a schedule of events please visit the SNMA website at www.snma.org.

Candidate Eligibility

- Must be a current SNMA member.
- Must be fully registered to attend the AMEC in Austin. (see SNMA website for registration)

<table>
<thead>
<tr>
<th>SNMA Office or Position</th>
<th>Voted or Approved</th>
<th>When</th>
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<tbody>
<tr>
<td>President-Elect</td>
<td>Elected by the HOD</td>
<td>Saturday</td>
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<tr>
<td>Vice President</td>
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<td>Speaker of the House</td>
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<td>Parliamentarian</td>
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<tr>
<td>Pre-medical Board Member</td>
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<tr>
<td>Treasurer</td>
<td>Elected by the BOD</td>
<td>Sunday</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Regional Director to the EC</td>
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<tr>
<td>Professional Board Member to the EC</td>
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<tr>
<td>National Committee Chairpersons</td>
<td>Appointed by the incoming President and approved by the BOD</td>
<td>Sunday</td>
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Candidates Seeking HOD Elected Positions

Those seeking HOD elected positions in the SNMA are evaluated by the Elections Committee and formally nominated in the HOD. The tentative schedule and procedure for those seeking HOD elected office is as follows:

- **Thursday, March 24 at 8:00 am**: “Candidates Briefing” session where candidates will be briefed on their presentations to the Board of Directors.
- **Thursday, March 24 at 9:00 am**: Candidates will make presentations to the Board of Directors.
- **Thursday, March 24 at 7:00 pm**: Candidates will make presentations at “Regional Meetings.”
- **Friday, March 25 at 3:00 pm**: “Meet the Candidates” session where the membership will have an opportunity to interact with the candidates.
- **Saturday, March 26 at 8:00 am**: Electronic voting in the HOD session.
- **Saturday, March 26 at 7:00 pm**: Elections results announced at BOD Banquet and swearing in of officers.
- **Sunday, March 27 at 9:00 am**: BOD meeting.
- **Sunday, March 27 at 2:00 pm**: BOD transition session.

All candidates for BOD elected office should plan to participate in the BOD meeting and transition session if elected and leave the convention by 4:00 pm on Sunday. If you have a scheduling conflict you must notify the Elections Committee Chairperson.

Candidates Seeking BOD Elected Positions

Those seeking BOD elected positions in the SNMA are evaluated by the Elections Committee and formally nominated at the Sunday BOD meeting. The tentative schedule and procedure for those seeking BOD elected office is as follows:

- **Thursday, March 24 at 8:00 am**: “Candidates Briefing” session where candidates will be briefed on their presentations to the Board of Directors.
- **Sunday, March 27 at 9:00 am**: Candidates will make presentations to the BOD. The elections process will follow during the BOD meeting. Swearing in of officers will take place by the conclusion of the meeting.
- **Sunday, March 27 at 2:00 pm**: BOD transition session.

All candidates for BOD elected office should plan to participate in the BOD meeting and transition session if elected and leave the convention by 4:00 pm on Sunday. If you have a scheduling conflict you must notify the Elections Committee Chairperson.

Campaigning

The Elections Committee will circulate a document about formal campaigning. Active campaigning is not required, but must be in compliance with the established directives. Those who are campaigning may not begin before March 1, 2016. Failure to comply with the Elections Committee regulations may result in withdrawal of candidacy or prohibition of campaign materials.

Candidates Seeking National Committee Appointments

Prior to the AMEC, the Chairperson of the Elections Committee will communicate with each candidate being considered for a National Committee position. Candidates will have ample opportunities to learn more about the duties of the position and the specific objectives for the coming year under the 2016-2017 President’s Executive Agenda. Formal campaigning is not involved.

To remain eligible for a Committee Chairperson position, candidates must submit the required documents by the deadline and should attend the BOD meeting on **Sunday March 27 at 9:00 am** for BOD approval and swearing in by the Chairperson of the Board of Directors. Committee Chairpersons are then expected to participate in the BOD meeting and BOD transition session at 2:00 pm. As such, candidates should plan to leave the convention by 4:00 pm on Sunday. If you have a scheduling conflict you must notify the Elections Committee Chairperson.

Committee Vice Chairpersons, Subcommittee Chairpersons, Project Coordinators, or Members at large do not need to be approved by the BOD or sworn in; therefore, attendance on Sunday, March 27 is not required.

Candidates Seeking Elected and Appointed Positions

Individuals applying for both an elected and appointed committee position will be given lower consideration for a committee position since committee appointments are generally made by the National President-Elect prior to the election of the National Officers.

Required Documents

- 2016 Application form
- Curriculum Vitae
- Candidate responses
• Letter of Good Academic Standing
• Letter of Intent
• Letter of Recommendation (sent by writer)
  o Former or current BOD members, regional, or chapter officers can provide this letter.

**Application Instructions**
Compile all required documents, including the completed application, and send in both PDF and Word formats, in one email to programs@snma.org AND presidentelect@snma.org by January 31, 2016, 11:59 PM EST. The Elections Committee will review all applications and certify them. Parties submitting late applications for elected offices can only be nominated from the floor and approved by the BOD once all other candidates’ materials have been distributed. All candidates are encouraged to submit their materials early.

**General Election Information**
Attainment to Office
A. Eligibility
   a. All nationally elected or appointed officers must be Active Members in good academic standing.
   b. Professional Board Members must be Active Members in residency/fellowship or Patron/Physician Members.
   c. The Pre-medical Board Member must be an Associate or Active Member in good academic standing.
   d. All Regional Directors must be Active Medical Student Members in good academic standing.
   e. Emeritus and Lifetime Members meeting the criteria above may hold office.

B. National Candidate Requirements
   a. All candidates for national office shall be members in good standing.
   b. All candidates shall submit to the National Headquarters a candidate application, letter of intent, curriculum vitae, and other required materials by the deadline set by the Elections Committee.
   c. All student candidates, including Regional Director candidates, shall submit to the National Headquarters an official letter of “good academic standing” from their respective academic institutions by the deadline set by the Elections Committee, but no later than four (4) weeks after election or appointment. The Elections Committee shall verify receipt of letters for all officers. Failure to submit a letter may result in removal from office.

C. The SNMA shall seek to fill at least two of its Professional Board Member seats with persons accomplished in fields other than medicine, i.e. law, business, education, etc. (1987 HOD).

D. All Officers shall be elected or appointed by the appropriate governing body.
   a. The following officers shall be elected by a simple majority of the BOD:
      i. Treasurer
      ii. Secretary
      iii. Regional Director to the EC (must be a current Regional Director)
      iv. Professional Board Member to the EC (must be a current Professional Board Member)
   b. The following officers shall be elected by a simple majority of the HOD:
      i. President-Elect
      ii. Vice President
      iii. Speaker of the House
      iv. Parliamentarian
      v. Pre-medical Board Member
      vi. Professional Board Members
   c. Regional Directors are elected according to the procedures established by the Active Members in their regions.
   d. National Committee Chairpersons are appointed by the National President at the end of the elect year or during the year of presidency. All appointments must be ratified by a two-thirds (2/3) vote of the BOD.

E. Upon attainment of office and request, a letter may be sent from the National Headquarters within three months post-Conference to the schools of all BOD members informing the administration of the students’ positions and asking the administration for support.
A) National President-Elect

Term of Appointment: 1 year

A. General
1. Shall serve as the Chairperson of the Elections Committee.
2. Shall serve as the Secretary of the Executive Committee and assure the distribution of the minutes in a timely manner.
4. Shall assist the President in the implementation of the current Executive Agenda.
5. Shall use the year long term as President-Elect to develop an Executive Agenda to be implemented during his/her term as President.
6. Shall present to the BOD a tentative Executive Agenda at the meeting prior to the Annual Medical Education Conference.
7. Shall present an Executive Agenda to the HOD at the Annual Medical Education Conference prior to installation as National President. (BOD December 19-20, 1987)
8. Shall prepare to fulfill the President’s committee appointments at the Annual Medical Education Conference upon or before becoming President.
9. Shall learn from the President regarding efficient satisfaction of the President's responsibilities.
10. Shall assist and monitor the work and progress of National Committees as determined by the President.
11. Shall coordinate travel and SNMA representation at external conferences/events with the National President and Vice President.
12. Shall maintain a calendar of events and document the highlights of the current administrative year.

B. Board of Directors Meetings
1. Shall attend all meetings of the BOD.
2. Shall serve as a non-voting member of the BOD.
3. Shall present a quarterly report detailing his/her activities and presenting any recommendations for action by the BOD.
4. Shall serve as the Chairperson of the Elections Committee.

C. Executive Committee
1. Shall serve as a non-voting member of the Executive Committee.
2. Shall attend all meetings of the Executive Committee without specific voting privileges except by a proxy mechanism as established by the BOD.
3. Shall serve as the Secretary of the Executive Committee. As such, shall record and distribute for review and approval all minutes of all official Executive Committee meetings/conference calls.
B) National Vice President

Term of Appointment: 1 year

A. General

1. Shall work with the President and President-Elect in the implementation of the Executive Agenda.
2. Shall work closely with the Community Service Committee to provide support to the regions and chapters regarding implementation of national protocols and programs.
3. Shall compile a statistical report of chapters performing protocol and non-protocol projects with the assistance of the National Committees. (2002 HOD)
4. Shall coordinate the Annual Dr. Wilbert C. Jordan Research Forum at the Annual Medical Education Conference with the Diversity Research Committee
5. Shall coordinate the National Community Service Forum at the Annual Medical Education Conference with the Community Service Committee.
6. Shall serve as a member of the Elections Committee.
7. Shall officiate for the President in his/her absence or at his/her request.
8. Shall assume the duties and powers of the President for the remaining term in the case of the President's removal by resignation, illness, death, or other cause.
10. Shall submit articles to issues of the President's Newsletter.

B. Board of Directors Meetings

1. Shall serve as a voting member of the BOD and is required to attend all BOD meetings.
2. Shall provide a typed report at each BOD meeting detailing his/her activities during the past quarter and any progress or complications regarding the national projects.

C. Executive Committee

1. Shall serve as a voting member of the Executive Committee.
2. Shall report any updates with the national projects to the Executive Committee.
C) Speaker of the House of the Delegates  
*Term of Appointment: 1 year*

A. General  
1. Shall serve on the Internal Affairs Committee.  
3. Shall maintain communication with the National Parliamentarian regarding the SNMA Constitution.  
4. Shall perform the installation of National Officers.  

B. House of Delegates  
1. Shall serve as the Chairperson of the HOD Business Meetings at the Annual Medical Education Conference.  
2. Shall set concise and thorough agendas for the HOD Business Meetings at the Annual Medical Education Conference.  
3. Shall conduct HOD Business Meetings at the Annual Medical Education Conference in an orderly fashion according to parliamentary procedures.  
4. Shall assist in the distribution of documentation to the chapters and respective delegates.  
5. Shall have an in-depth knowledge of those issues and recommendations to be considered at the HOD Business Meetings at the Annual Medical Education Conference.  
6. Shall educate and provide information for all Active Members during the administrative year in preparation for the HOD.  
7. Shall be able to reference the written HOD Policies and enforce them throughout the proceedings.
D) National Parliamentarian

Term of Appointment: 1 year

A. General

1. Shall oversee the Constitution, its interpretation, and its amendment.
2. Shall serve as the Chairperson of the Constitution and Bylaws Subcommittee of the Internal Affairs Committee.
3. Shall maintain correspondence with the National Headquarters and with Regional Parliamentarians.
4. Shall incorporate amendments adopted by the HOD into the existing Constitution.
6. Shall develop and coordinate parliamentary procedure workshops for the national and regional level.
7. Shall initiate a review process of all Regional Constitutions and Bylaws that were revised during the prior administrative year to ensure compliance with the Constitution of the national organization prior to the first BOD meeting.
8. Shall report the results of the above review process at the first BOD meeting of the administrative year.
9. In the case of the Chairperson’s removal by resignation, illness, death or other cause, shall convene the voting members of the BOD for a meeting (emergency or scheduled) within fourteen days of notification of the vacancy in the position and Chair a meeting in which a new Chairperson of the BOD will be elected.

B. Board of Directors

1. Shall serve as a non-voting member of BOD.
2. Shall submit a written report quarterly to the BOD outlining his/her plans and activities.

C. House of Delegates

1. Shall present and obtain an HOD vote for all proposed amendments during term of office.
2. Shall serve as the Alternate Speaker for the Speaker of the House in his/her absence and as needed.
E) National Pre-medical Board Member

*Term of Appointment: 1 year*

**A. General**

1. Shall assist the President in the implementation of the Executive Agenda as it pertains to pre-medical students.
2. Shall serve as the Chairperson of the Minority Association of Pre-medical Students (MAPS) Committee.
3. Shall respond to information inquiries from pre-medical students.
4. Shall serve as a resource for the Community Service Committee regarding pre-medical enrichment programming by SNMA chapters.
5. Shall ensure that the Pre-medical Minority Enrichment and Development (PMED) protocol reflects the needs of the pre-medical membership.
6. Shall implement and maintain new established projects for the betterment of the pre-medical membership.
7. Shall participate in the planning and ensure the execution of the Strategic Plan for the SNMA.
8. Shall oversee the activities, documentation, and leadership of MAPS chapters.
9. Shall work with the Membership Committee and Headquarters to maintain an up-to-date active MAPS chapter roster and promote an associate membership drive.
10. Shall act as an advisor to the Regional MAPS Liaisons, including serving as a resource for pre-medical student conference planning.
11. Shall coordinate the Pre-medical Forum at the Annual Medical Education Conference with the assistance of the Convention Planning Committee.
12. Shall continue to seek and update the history of MAPS as it relates to current policy and operations.
13. Shall submit regular articles to the *Journal of the SNMA*.
14. Shall submit articles to relevant publications that are available to pre-medical members and students.
15. Shall communicate with the MAPS membership via a regular MAPS newsletter submitted quarterly.
16. Shall ensure that the "So You Want to Be a Doctor" document is updated with pertinent information and seek ways to distribute it to all pre-medical SNMA members.
17. Shall strive to achieve optimal communication with pre-medical members, Regional MAPS Liaisons, and MAPS Committee.
18. Shall be appointed a professional advisor to assist with the above responsibilities. (1991 HOD)

**B. Board of Directors**

1. Shall serve as a voting member of the BOD.
2. Shall provide a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.
3. Shall represent the interests of pre-medical members and communicate feedback on policies to the BOD.

**C. Executive Committee**

1. Shall serve as a voting member of the Executive Committee.
F) National Treasurer

*Term of Appointment: 1 year*

A. General

1. Shall provide guidance and make recommendations on financial matters affecting the organization.
2. Shall collaborate with the Chairperson of the BOD to prepare and adhere to the organization’s budget.
3. Shall collaborate with Regional Treasurers to collect and review quarterly financial statements from the SNMA regions and chapters.
4. Shall notify the Chairperson of the Membership Committee of the status of all finance reports two weeks after the deadline date for chapter submissions to the National Treasurer. (1997 HOD)
5. Shall ensure proper management of the organization’s bank and investment accounts.
6. Shall ensure adherence of the organization to the financial stipulations of the 30-year business plan.
7. Shall maintain adequate documentation for the organization’s finances and finance-related materials.
8. Shall manage reimbursements of the National Officers, BOD, and National Committees.
9. Shall collaborate with the Chairperson of the BOD, National Headquarters, and Finance Committee to establish and maintain financial support for the organization from individual and corporate donors.
10. Shall conduct a Treasurer’s Workshop at the Annual Medical Education Conference.
11. Shall serve as the Chairperson of the Finance Committee.
12. Shall serve as a member of the Convention Planning Committee. (EC May 11, 1989)
13. Shall keep and maintain the SNMA checking account.
14. Shall fill out all checks and send them to the Chairperson of the BOD for that officer’s signature when directed to do so by the Chairperson of the BOD.
15. Shall ensure proper on-time payment of all bills with the assistance of the Chairperson of the BOD and National Headquarters.
16. Shall have signing authority on the SNMA petty cash account maintained by the Executive Director.
17. Shall present a financial report to the HOD listing all financial activity since the start of the new fiscal year and presenting a list of all accounts receivable and accounts payable.

B. Board of Directors Meetings

1. Shall serve as a non-voting member of the BOD.
2. Shall report quarterly to the BOD detailing the present financial condition of the organization, including:
   a. Year-to-date income statement detailing all expenditures and received revenues.
   b. All accounts payable and accounts receivable.
   d. Separate account of all national debts.
3. Shall present a proposed budget for the fiscal year to the BOD at the June BOD meeting for approval.
   a. Shall present a final fiscal year report for the previous year.
   b. Shall review bank statements of previous years and report on management of accounts to the BOD.

C. Executive Committee:

1. Shall serve as a non-voting member of the Executive Committee.
G) National Secretary
Term of Appointment: 1 year
A. General:
1. Shall ensure the HOD minutes are transcribed, edited, and distributed to the BOD members by the June BOD meeting.
2. Shall assure that BOD minutes are kept close to verbatim, while HOD minutes are typically a summary with the exception of all motions.
3. Shall record exact, verbatim motions, i.e. Action Items, at each BOD and HOD meeting along with the maker and second of the motion.
4. Shall assist the Chairperson of the BOD and President with BOD national correspondences.
5. Shall assist the President in the compilation of the monthly President’s newsletter, if requested.
7. Shall assist in the collection of chapter reports.
8. Shall notify the Chairperson of the Membership Committee of the status of all chapter reports two weeks after the deadline date for chapter submissions to the National Secretary.

B. Board of Directors Meetings
1. Shall serve as a non-voting member of the BOD.
2. Shall keep written minutes of the BOD meetings and shall maintain audio recordings of said minutes.
3. Shall ensure the transcription of the BOD minutes with all motions and recommendations in their full form and correct format.
4. Shall submit BOD minutes to the Chairperson of the BOD, President, and RD to the EC for review.
5. Shall submit finalized BOD minutes to the National Headquarters for distribution no less than 30 days prior to the following BOD meeting.
6. Shall compile all recommendations from BOD reports that are submitted to the BOD and distribute them to the BOD members as the Chairperson of the BOD distributes the meeting agenda.
7. Shall maintain a roll of all BOD members in attendance at each BOD meeting.
8. Shall manage the BOD listserv for the distribution of quarterly committee and officer reports.

H) Regional Director to the Executive Committee
Term of Appointment: 1 year
A. General
1. Shall transition incoming Regional Directors (RDs) into their new position.
2. Shall maintain correspondence with all RDs and keep them informed about Executive Committee action items and sentiments within 15 days of EC meetings. (EC January 17, 1989)
3. Shall confirm regional mandates and requests made during Executive Committee and BOD meetings and distribute them to the RDs.
4. Shall be continuously accessible and available for RDs’ questions and/or concerns.
5. Shall assist the Chairperson of the BOD and President as needed.
6. Shall serve as the Chairperson of the Internal Affairs Committee.
7. Shall coordinate the BOD meetings with the Chairperson of the BOD.
8. Shall assist in and coordinate the collection of materials from the RDs for other officers of the BOD.

B. Executive Committee
1. Shall be a BOD elected Regional Director Representative on the Executive Committee.
2. Shall serve as a voting member of the Executive Committee and attend all meetings.
3. Shall represent the interests and raise the concerns of the RDs.
4. Shall facilitate communications of the Executive Committee members with the RDs.

I) Professional Board Member
Term of Appointment: 2 years

A. General
1. Shall be able to serve a maximum of two terms in succession (provided no vacancy remains in any of the four positions).
2. Shall be knowledgeable in the national agenda and operations to cast an informed vote.
3. Shall promote SNMA externally (examples include seeking advertisers for the Journal of the SNMA and seeking exhibitors or sponsors for the Annual Medical Education Conference).
4. Shall solicit or contribute $5,000 to the SNMA during their term.

B. Board of Directors
1. Shall serve as a voting member of the BOD.
2. Shall submit a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.
3. Shall act as a mentor to the BOD members by sharing his/her expertise and experience.
4. Shall serve as an advisor in BOD operations and decisions.
5. Shall serve on a National Committee(s) as per the Presidential appointments.

J) Professional Board Member to the Executive Committee
Term of Appointment: 1 year

A. Executive Committee
1. There shall be a BOD elected Professional Board Member representative to the Executive Committee.
2. Shall serve as a voting member of the Executive Committee.
3. Shall address the HOD at the Annual Medical Education Conference, informing the HOD of the activities of the Professional Board Members during the year.

Expectations of Professional Board Members include:
A. Membership in the SNMA.
B. Attendance at quarterly Board of Directors Meetings.
C. Vote at Board meetings on policy and initiatives.
D. Timely submission of reports.
E. Advising SNMA board members of professional and practical responsibilities.
F. Use their networks to enhance the organization and development of its members.
G. Serve as advisor or coordinator for individual projects at the discretion of the National President and/or National Chairperson.

K) Strategic Planning Council Members
Term of Appointment: Up to 3 years

A. General
1. Only outgoing or past members of the Board of Directors are eligible for the offices of Chief and Associate Planning Council Members.
2. Only members of the SNMA shall be eligible to be council members.
3. Associate Planning Council Members shall serve a term up to three (3) years and the term of each officer will be staggered by one (1) year for a maximum of two terms.
4. Associate Planning Council Members I, II, III, IV, and V shall be elected in years ending with 1/6, 2/7, 3/8, 4/9, and 5/0 respectively.
5. Each Associate Planning Council Member shall assume the title of Chief Planning Council Member in the final year of their term.
6. Candidates must submit a Letter of Intent and Curriculum Vitae at least four (4) weeks prior to the opening of the Convention. If less than four (4) Curriculum Vitae have been received by the deadline, then other candidates’ credentials will be accepted until the opening of the first regularly scheduled business meeting of the House of Delegates.
J) Corporate Planning Council Member

Term of Appointment: 1 year

A. General
1. The Corporate Planning Council Member shall be appointed by the newly elected President during the first regularly scheduled business meeting of the Board of Directors with approval by two-thirds (2/3) of the members of the Board of Directors.
2. The Candidate must demonstrate substantial corporate experience in strategic planning and submit a curriculum vitae prior to the first regularly scheduled business meeting of the Board of Directors.

Expectations of Strategic Planning Council Members include:

A. Membership in the SNMA.
B. Participation in Strategic Planning Council calls.
C. Contribute to timely submission of reports.
D. Advising SNMA on long term responsibilities and execution strategies.
E. Use their networks to enhance the organization and development of its members.
F. Assist in the drafting of the current Strategic Plan and other planning documents of the organization.
G. Provide feedback to the National President-Elect on the upcoming Executive Agenda.

Strategic Planning Council Duties include:

1. The SPC shall be responsible for the strategic planning and the continuity and accountability of the leadership of the SNMA. (SNMA Constitution)
2. The SPC shall advise the National President-Elect and the Chairperson of the BOD on the development of their Executive and Corporate Agendas respectively.
3. The SPC shall handle all matters of conduct policy. Should a member of the Strategic Planning Council be charged with a violation of the conduct policy, the Executive Committee will act in lieu of the Strategic Planning Council. (PPM Section 2.8.2)
4. The SPC shall complete specific annual objectives as outlined by the HOD.
5. The SPC shall ensure the presence of a current Strategic Plan and work towards the completion of a new strategic plan at least every four (4) years.

General Responsibilities
Committee Chairperson
Committee Chairpersons are non-voting members of the Board of Directors and serve as the representative of their respective National Committee. They are required to attend and participate in quarterly Board of Directors meetings. These individuals coordinate the activities of their committee, Project Coordinators, and Subcommittee Chairpersons in accordance with directives from the policy making bodies of the SNMA.

Committee Vice Chairperson
Committee Vice Chairpersons assist the Committee Chairperson in coordinating the activities of their National Committee, Project Coordinators, and Subcommittee Chairpersons in accordance with directives from the policy making bodies of the SNMA. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.

Subcommittee Chairperson
Subcommittee Chairpersons coordinate the activities of a subcommittee of their respective National Committee in accordance with directives from the Committee Chairperson. They actively participate in the activities of their respective National Committee. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.

Project Coordinator
Project Coordinators direct the execution of a specific national program with directives from their respective Committee Chairperson. They actively participate in the activities of their respective National Committee. They are not members of the Board of Directors and travel to quarterly Board of Directors meetings is not required.
ACADEMIC AFFAIRS COMMITTEE
Goals: Develop and maintain SNMA resources designed to assist members in their educational endeavors. Keep members abreast of changes in national medical education. Maintain a resource handbook of internships, fellowship/research opportunities, research electives, and scholarships.

COMMUNITY SERVICE COMMITTEE
Goals: Assist in the implementation and publicity of the SNMA's community service protocols and community outreach efforts. Oversee accurate tracking and documentation of protocols and other projects. Work with and supervise the efforts of individual protocol/initiative coordinators.

Pipeline Protocol Subcommittee
Goals: Oversee activities related to YSEP, HPREP, and MAPS protocols and work cooperatively with the Pipeline Mentoring Institute Fellow.

Health Education and Prevention Protocol Subcommittee
Goals: Oversee activities related to the Healthy People Health Fairs, Mental Health Awareness, Obesity Prevention, Sexual Health Awareness, Smoking Cessation and Prevention, Tissue and Organ Donation Education Recruitment Program (TODER), and Violence Prevention protocols.

CONVENTION PLANNING COMMITTEE
Goals: Serve as the primary logistical and program organizers of the 2017 Annual Medical Education Conference while keeping the Board of Directors and Headquarters staff informed of all progress. Work in conjunction with other key National Committee and Executive Committee members to coordinate conference plenary sessions and fundraising efforts. Form and oversee Convention Planning Subcommittees composed of local SNMA members.

DIVERSITY RESEARCH COMMITTEE
Goals: Serve as the research assessment committee to further the work efforts of the SNMA in addressing the need for increased support for and investment in underrepresented minority premedical students, medical students, and physicians. In particular, this committee is dedicated to increasing the amount of research specifically reflecting the experiences and concerns of minority medical students, while contributing important data with which to strengthen arguments supporting the need to achieve racial parity in the physician workforce. Oversee the SNMA/David E. Satcher Research Fellowship and the Dr. Wilbert C. Jordan Research Forum. Work cooperatively with the Physician Researcher Initiative Fellow.

EXTERNAL AFFAIRS COMMITTEE
Goals: Address issues concerning SNMA's interaction with other organizations. Improve the public awareness of SNMA through media, collaborations with external organizations, and other mechanisms. Advise SNMA liaisons and coordinate their external communication efforts on important current SNMA initiatives, programs, and policy positions.

Public Relations Coordinator
Goals: Assist the National President in strengthening the voice and brand of the SNMA. Work to maintain a consistent external face of the organization.

FINANCE COMMITTEE
Chair: National Treasurer
Goals: Serve as the primary committee addressing the financial needs and growth of the organization. Provide guidance to the Board of Directors on matters related to income and expenditures for current operations and for recommending future fiscal objectives.

HEALTH POLICY AND LEGISLATIVE AFFAIRS COMMITTEE
Goals: Spearhead SNMA advocacy efforts. Educate members about legislative and policy developments affecting medical education and health care. Seek opportunities to increase the SNMA’s voice, brand, and influence in health care and education. Identify key legislation and court cases/decisions in areas such as medical education, health care reform, and minority and women’s health.

INTERNAL AFFAIRS COMMITTEE
Goals: Seek ways to ensure efficiency in BOD operations. Address issues sensitive to the internal operations of the SNMA. Assist the Chairperson of the Board of Directors and the National President in handling National Headquarters operations. Monitor the progress and growth of the organization as a whole. Ensure SNMA’s compliance with protocols and national documents.

Constitution and Bylaws Subcommittee
Chair: National Parliamentarian
Goals: Ensure that Executive Committee, BOD, and HOD actions are in compliance with the Constitution. Oversee the proper format and presentation of all constitutional amendments.

National Leadership Institute Coordinator
Goals: Continue the long-term development of the National Leadership Institute. Coordinate the
execution of these events with the help of the Immediate Past President.

INTERNATIONAL AFFAIRS COMMITTEE
Goals: Expose members to the international gravity of health care disparities. Emphasize the necessity of approaching health issues in a cultural context and allowing members to appreciate the essential elements of a successful health intervention. Inform the membership of international health opportunities. Educate the membership about international health crises. Provide close oversight for revisions to medical mission trip programming, site selection, and mission statements.

Mission Coordinators
Goals: Develop and plan respective missions. Advertise and collect applications for participation. Serve as the main point of contact and leadership for the respective trip abroad.

MEMBERSHIP COMMITTEE
Goals: Respond to membership needs. Inform membership of available membership benefits. Document the history of the SNMA. Ensure SNMA membership reflects the ethnic diversity in U.S. medical schools. Devise the delegate apportionment formula. Staff the delegate certification booth at the National Convention.

Alumni Affairs Subcommittee
Goals: Establish and maintain a mechanism for exchange of information and support between past members (SNMA "alumni") and current members of the SNMA. Work with alumni to coordinate activities, mentorship, maintaining contact information, and planning and promoting AMEC specific events.

SNMA Historian
Goals: Document the history of SNMA. Create living history/memoirs of SNMA events during the current year for posterity. Educate the membership on the history and founding principles of the SNMA.

Multicultural Affairs Subcommittee
Goals: Strive to ensure that national programs, leadership, and membership of the SNMA reflect the ethnic diversity of underrepresented populations. Improve SNMA partnerships with other multicultural medical student associations.

P.R.I.D.E Campaign Coordinator
Goals: Implement the P.R.I.D.E. campaign in order to inspire, challenge, and uplift our members. Highlight those chapters and members who exhibit the true strength of this unique organization.

OSTEOPATHIC SCHOOLS COMMITTEE
Goals: Formally integrate the osteopathic focus into SNMA operations. Address concerns and needs of osteopathic members. Educate medical and undergraduate students about osteopathic medicine.

MAPS COMMITTEE
Chair: National Pre-medical Board Member
Goals: Serve as an extension of the National Pre-medical Board Member. Work with the National President and the National Pre-medical Board Member to expand the pre-medical audience through outreach, event planning, speaking engagements, and information distribution.

PUBLICATIONS COMMITTEE
Goals: Serve as the primary literary body responsible for written and electronic distribution of information throughout the SNMA via the Journal of the Student National Medical Association (JSNMA) and other official SNMA web-based and print publications.

JSNMA Student Editor
Goals: Coordinate the production of the JSNMA with the help of the editorial board and Headquarters staff. Solicit and obtain complete and relevant articles for the JSNMA.

You may request this document in the Word format from presidentelect@snma.org.

Please read the Elections Information Packet before completing this form.
Deadline for Submission: January 31, 2016 (11:59 PM EST)
2015-2016 SNMA National Officer Application

Demographics *(all fields required)*:

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I am submitting credentials for election/appointment to the office of:

**Elected Positions** *(Must submit a letter of intent)*

- [ ] President-Elect
- [ ] Vice President
- [ ] Speaker of the House
- [ ] Parliamentarian
- [ ] Pre-medical Board Member
- [ ] Treasurer^*
- [ ] Secretary^*
- [ ] Regional Director to the EC^*
- [ ] Professional Board Member*
- [ ] Professional Board Member to the EC^*
- [ ] Strategic Planning Council^*

* Student members are not eligible for the Professional Board Member position

# Individuals must have served previously as a member of the SNMA Board of Directors or have significant corporate expertise

^ Treasurer, Secretary, Professional Board Member to the EC, and Regional Director to the EC are elected at the Sunday Board of Directors meeting during the AMEC. Please plan accordingly.

**Appointed Positions** *(do NOT submit letter of intent)*

- [ ] Committee Chairperson
- [ ] Committee Vice Chairperson/Subcommittee Chairperson/Project Coordinator
- [ ] Member-at-large

**Candidate Responses**

Please respond to the following questions. Responses should be limited to less than a page per question. Paragraphs should be appropriate to the position being considered.
2015-2016 SNMA National Officer Application

1. What is your understanding of the responsibilities of the position(s) and/or committee(s) for which you are interested?

2. If elected or appointed, what goals do you hope to accomplish?

3. Describe any chapter, regional, or national experience that you have had with the SNMA. Also include any non-SNMA experience related to your position.

4. In your opinion, what are the national organization’s current needs and how will you contribute to fulfilling each of those needs?

Application Checklist:
Please check that the following are submitted with your application:

- Candidate Responses
- Curriculum Vitae
- Electronic Photo (Headshot is preferred, as it will be distributed)
- Letter of Intent
- Letter of Recommendation (Sent to presidentelect@snma.org by writer)

Please note: Late applications may not be considered.

All communications from the Elections Committee, including Notice of Acceptance, will be transmitted via email.

You will be notified of receipt of your application within three to five days by a member of the Elections Committee. Certification of candidacy will be conferred no later than February 15, 2016.

Yours in SNMA,

Christen Johnson
National President-Elect 2015-2016
Elections Committee Chairperson
presidentelect@snma.org