STUDENT NATIONAL MEDICAL ASSOCIATION

STUDENT ELECTIONS INFORMATION PACKET
2013-2014

Compiled by:
Topaz Sampson
National President-Elect
Table of Contents

I. INTRODUCTION 3

II. NATIONAL ELECTIONS IN BRIEF 4

III. ELECTED POSITIONS 5
   Attainment of Office 6
   A. National President-Elect 7
   B. National Vice President 8
   C. Pre-medical Board Member 9
   D. National Treasurer 10
   E. National Secretary 11
   F. Speaker of the House of Delegates 12
   G. National Parliamentarian 13
   H. Regional Director to the EC 14

IV. APPOINTED NATIONAL COMMITTEE POSITIONS 15
   General Responsibilities 16
   1. Academic Affairs 17
   2. Community Service Committee 17
   3. Convention Planning Committee 17
   4. Diversity Research Committee 17
   5. External Affairs Committee 17
   6. Finance Committee 17
   7. Health Policy and Legislative Affairs Committee 17
   8. Internal Affairs Committee 18
   9. International Affairs Committee 18
   10. Membership Committee 18
   11. Osteopathic Schools Committee 18
   12. MAPS Committee 18
   13. Publications Committee 18

IV. ELECTIONS APPLICATION 19
Dear SNMA Member:

Thank you for your interest in a National Leadership position within the Student National Medical Association! The upcoming 2014-2015 administrative year will be the continuation of the historical milestone for our great organization, as we continue to recognize 51 years of “Diversifying the Face of Medicine”. As we prepare for the following year, each member is asked to consider what could you offer the SNMA to help advance the mission for the next 50 years. Your talents, skills, and expertise are requested to ensure a successful year and to help chart the course for the future of SNMA. The moment is crucial for all SNMA members, who are committed to the mission of our organization, to step forward and serve as leaders throughout this organization. Serving the SNMA provides invaluable opportunities to further develop your leadership skills, increase your personal and professional networks, and enhance your academic potential.

At the 50th Anniversary 2014 Annual Medical Education Conference in Washington, DC the 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 positions or appointed national committee positions. The description of the goals and responsibilities for each of these positions and committees can be found in this Elections Information Packet. Please take some time to carefully consider each of the positions and to determine how your particular skill set and interests could best be used in an SNMA national leadership capacity.

As National President-Elect and Elections Committee Chair, I would be glad to provide any requested additional information on my objectives for the next administrative year, particularly for those seeking national committee appointments. SNMA members who are interested in applying for elected and appointed positions should compile all of the requested materials listed in the application and submit an electronic copy of the completed application in one email to programs@snma.org AND presidentelect@snma.org by March 1, 2014 11:59 EST for eligibility review. Please note that late applications for appointed positions may not be considered. Additionally, 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 once candidate materials have been distributed. As such, it is strongly encouraged to submit your candidate materials as early as possible. The Elections Committee will confirm the candidacy of all applicants no later than March 15, 2014.

It is recommended that interested applicants join the National Board of Directors in Tampa, Florida for the Board of Directors’ Meeting/National Leadership Institute to be held January 24-26, 2014 hosted by the University of South Florida. While attendance at this meeting is not required for candidacy, it offers a wonderful 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. Please visit the SNMA website for more details.

Since 1964, SNMA members have worked tirelessly to create an organization that would assist minority medical students through the journey of medicine and provide better health care for all underserved communities. Nearly fifty years later, such dedication and courage must continue within our members today to ensure SNMA can continue to serve. Working together, I am certain we will continue to reach unimaginable heights and ensure the population of future physicians reflects the colors of our community. I encourage you to pursue further leadership within the SNMA. Thank you again for your desire to advance the mission of the SNMA through service as a national leader. Please do not hesitate to contact me at presidentelect@snma.org for more information on this election.

Yours in SNMA,

Topaz Sampson
National President-Elect 2013-2014
Elections Committee Chairperson
presidentelect@snma.org
Overview
SNMA’S 50th Annual Medical Education Conference (AMEC) will be held April 16-20th, 2014, in Washington, DC. During this annual meeting, the SNMA House of Delegates (HOD) will convene and elect national officers for the 2014-2015 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 Wednesday, April 16th at 4:00 pm. The first session of the HOD is on Thursday, April 17th at 5:00 pm. For further details about the AMEC and the conference schedule, 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 Washington, D.C. (see SNMA website for registration instructions)

<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>Friday PM</td>
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<tr>
<td>Vice President</td>
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<tr>
<td>Speaker of the House</td>
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<td>Pre-Medical Board</td>
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<td>Member to the EC</td>
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<tr>
<td>Parliamentarian</td>
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<tr>
<td>Treasurer</td>
<td>Elected by the BOD</td>
<td>Sunday AM</td>
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<tr>
<td>Secretary</td>
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<tr>
<td>Regional Director to the</td>
<td>Appointed by the</td>
<td></td>
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<tr>
<td>EC</td>
<td>incoming President and approved by the BOD</td>
<td></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 AM</td>
</tr>
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Candidates Running for Chairperson of the Board
Those seeking national office in the SNMA are evaluated by the Elections Committee, and formally nominated in the HOD. The schedule and procedure for those seeking elected office is:
- Thursday, April 17th, at 8:00 am. There will be a “Candidate’s Briefing” session where candidates for elected office will be briefed on their presentations to the Board of Directors, which will take place immediately after from 9:00 a.m.-12:00 p.m.
- Thursday, April 17th, 7:00 pm. Candidates for elected office make presentations at “Regional Meetings.”
- Friday, April 18th, 3:00 pm. A “Meet the Candidates” session is scheduled where the membership will have an opportunity to interact with the candidates.
- Friday, April 18th, 6:00pm. Voting in the HOD for elected national officers. Voting is done electronically.
- Saturday, April 19th, 7:00pm. Elections results announced at Board of Directors Banquet.
- Sunday, April 20th, 9:00 am. BOD elections and Committee Chair appointments will take place.

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 15, 2014. 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, as well as the specific objectives for the coming year, under the 2014-2015 President’s 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 be present for BOD approval and swearing in on Sunday, April 20th, 2014. After the appointments have been made and approved by the Board, Committee Chairpersons will be sworn in by the Chairperson of the Board of Directors. Committee Vice Chairpersons, Sub-Committee Chairpersons, Project Coordinators, or Members at-large do not need to be approved by the BOD or sworn in, so they do not need to be present on Sunday, April 20th.

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

Required Documents
- 2013-2014 Application form (or online submission)
- Curriculum Vitae (CV)
- Candidate responses
- Letter of Good Academic Standing
- Letter of Intent
- Letter of Recommendation (sent by writer)
  - 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 one email to programs@snma.org AND presidentelect@snma.org by March 1st, 2014. 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 positions should make travel arrangements to accommodate presentation to the BOD and swearing in on Sunday. All candidates for National Officer and Committee Chairperson positions should plan to participate in the BOD transition session if elected or appointed, and leave the convention by 4:00 pm on Sunday. If you have a scheduling problem, you must notify the Elections Committee Chairperson as early as possible.
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 or 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.
d. The Professional Board Member from the field of medicine must have been granted the MD/DO degree and have a license to practice medicine.

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) (1987HOD).

D. All Officers shall be elected or appointed by the appropriate governing body.
a. The following officers shall be elected by the simple majority of BOD
   i. Regional Director to the EC
      1. Must be a current Regional Director
   ii. Professional Board Member to the EC
      1. Must be a current Professional Board Member
b. The following officers shall be elected by simple majority of the HOD
   i. President-Elect
   ii. Vice President
   iii. Pre-medical Board Member
   iv. Treasurer
   v. Parliamentarian
   vi. Speaker of the House
   vii. 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, within 3 months post-Conference, a letter may be sent from the National Headquarters to the schools of all BOD members informing the administration of the students’ positions and asking the administration for support.
2013-2014 SNMA National Officer Application

A) National President-Elect

Term of Appointment: 1 year

A. Board of Directors Meetings

1. Must attend all meetings of the BOD.
2. Is 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 Chairperson of the Elections Committee.

B. 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 Secretary of the Executive Committee. And, as such, shall record and distribute for review and approval all minutes of all official Executive Committee meetings/conference calls.

C. General

1. Serve as Chairperson of the Elections Committee.
2. Serve as Secretary of the Executive Committee and assure the distribution of the minutes in a timely manner Submit articles to issues of the Journal of the Student National Medical Association.
3. Assist the President in the implementation of the current Executive Agenda.
4. Shall use the year long term as President-Elect to develop an Executive Agenda to be implemented during his/her term as President.
5. Shall present to the BOD a tentative Executive Agenda at the meeting prior to the Annual Medical Education Conference.
6. 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
7. Shall prepare to fulfill the President’s committee appointments at the Annual Medical Education Conference upon or before becoming President.
8. Shall learn from the President regarding efficient satisfaction of the President's responsibilities.
9. Assist and monitor the work and progress of national committees as determined by the President.
10. Shall coordinate travel and SNMA representation at external conferences/events with the National President and Vice President.
11. Shall maintain a calendar of events and document the highlights of the current administrative year.
2013-2014 SNMA National Officer Application

B) National Vice President

Term of Appointment: 1 year

A. General

1. Work with the President and President Elect in the implementation of the Executive Agenda.
2. Work closely with the Community Service Committee to provide support to the regions and chapters regarding implementation of national protocols and programs.
3. Compile a statistical report of chapters performing protocol and non-protocol projects, with the assistance of the national committees. (2002 HOD)
4. Along with the Diversity Research Committee, coordinate the Annual Dr. Wilbert C. Jordan Research Forum at the Annual Medical Education Conference.
5. Along with the Community Service Committee, coordinate the National Community Service Forum at the Annual Medical Education Conference.
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. 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. Submit articles to issues of the President’s Newsletter.

B. Board of Directors Meetings

1. Is 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 their activities during the past quarter and any progress or complications regarding the national projects.

C. Executive Committee

1. Is a voting member of the Executive Committee.
2. Shall report any updates with the national projects to the Executive Committee.
2013-2014 SNMA National Officer Application

C) Pre-medical Board Member

Term of Appointment: 1 year

A. General

1. Assist the President in the implementation of the Executive Agenda as it pertains to pre-medical students
2. Serve as Chairperson of the MAPS Committee
3. Respond to information inquiries from pre-medical students
4. Serve as a resource for the Community Service Committee regarding pre-medical enrichment programming by SNMA chapters and to ensure that the PMED Protocol reflects the needs of the pre-medical membership.
5. Shall implement and maintain new established projects for the betterment of the pre-medical membership.
6. Participate in the planning and ensure the execution of the Strategic Plan for the SNMA.
7. Oversee the activities, documentation, and leadership of MAPS chapters.
8. Work with the Membership Committee and Headquarters to maintain an up to date active MAPS chapter roster and promote an associate membership drive.
9. Shall act as an advisor to the Regional MAPS Liaisons including serving as a resource for pre-medical student conference planning.
10. Shall coordinate the Pre-medical Forum at the Annual Medical Education Conference, with the assistance of the Convention Planning Committee.
11. Continue to seek and update the history of MAPS as it relates to current policy and operations
12. Shall submit regular articles to the Journal of the SNMA.
13. Submit articles to relevant publications that are available to pre-medical members and students.
14. Shall communicate with the MAPS membership via a regular MAPS newsletter submitted quarterly.
15. 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.
16. Shall strive to achieve optimal communication with pre-medical members, Regional MAPS Liaisons and MAPS Committee
17. Shall be appointed a professional advisor to assist with the above responsibilities. (1991 HOD)

B. Board of Directors

1. Is 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.
D) National Treasurer

**Term of Appointment: 1 year**

**A. General**

1. Provide guidance and make recommendations on financial matters affecting the organization
2. Collaborate with the Chairperson of the BOD to prepare and adhere to the organization’s budget
3. Collaborate with the regional treasurers to collect and review quarterly financial statements from the SNMA regions and chapters.
4. Shall notify the chair 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. Ensure proper management of the organization’s bank and investment accounts
6. Ensure adherence of the organization to the financial stipulations of the 30-year business plan
7. Maintain adequate documentation for the organization’s finances and finance-related materials
8. Manage reimbursements of the national officers, BOD and national committees
9. Collaborate with the Chairperson, national headquarters and national finance committee to establish and maintain financial support for the organization from individual and corporate donors
10. Conduct a Treasurer’s Workshop at the Annual Medical Education Conference
11. Serve as chairperson of the National Finance Committee
12. 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 National Chairperson for that officer’s signature when directed to do so by the Chairperson.
15. With the Chairperson, the Treasurer shall ensure that the bills get paid.
16. Shall have signing authority on the SNMA petty cash account maintained by the ED.
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. Is 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
   c. Present bank balance
   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.
E) National Secretary
Term of Appointment: 1 year

A. General:
1. Ensuring the HOD minutes are transcribed, edited, and distributed to the BOD members by the summer BOD meeting.
2. Assure that BOD minutes are kept close to verbatim, while HOD minutes are typically a summary, with the exception of all motions.
3. Record exact, verbatim motions, i.e. Action Items, at each BOD and HOD meeting, along with the maker and second of the motion.
4. Assisting the Chairperson 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 chair 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. Is 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, and submit them to Chairperson, President, and RD-to-the-EC for review. After completing of editing, shall submit the minutes to the National Headquarters for distribution no less than 30 days prior to the following BOD meeting.
4. Shall compile all recommendations submitted to the BOD within BOD reports and distribute them to the BOD members as the Chairperson distributes the meeting agenda.
5. Shall maintain a roll of all BOD members in attendance at each BOD meeting.
6. Shall manage the BOD listserv for the distribution of quarterly committee and officer reports.
F) Speaker of the House of the Delegates

*Term of Appointment: 1 year*

A. General

1. Serve on the Internal Affairs Committee.
3. Maintain communication with the Parliamentarian regarding the SNMA Constitution.

B. House of Delegates

1. Chairs HOD Business Meetings at the Annual Medical Education Conference.
2. Set concise and thorough agendas for the HOD business meetings conducted at the Annual Medical Education Conference.
3. Conduct business meetings at the Annual Medical Education Conference in an orderly and parliamentary correct fashion.
4. Assist in the distribution of documentation to the chapters and respective delegates.
5. Have an in-depth knowledge of those issues and recommendations to be considered at the National HOD Meeting.
6. Educates and provides information for all Active Members during the administrative year in preparation for the HOD.
7. Is able to reference the written HOD Policies and enforces them throughout the proceedings.
G) National Parliamentarian

Term of Appointment: 1 year

A. General
1. Oversee the Constitution, its interpretation, and its amendment.
2. Chair the Constitution and Bylaws Subcommittee of the Internal Affairs Committee.
3. Maintain correspondence with the National Headquarters and with Regional Parliamentarians
4. Incorporate amendments adopted by the HOD into the existing Constitution
6. Develop and coordinate parliamentary procedure workshops (PPW) for the national and regional level
7. In the case of the Chairperson’s removal by resignation, illness, death or other cause, the Parliamentarian 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
8. Prior to the first BOD meeting, shall initiate a review process of all regional constitutions and bylaws that have undergone revision during the prior administrative year to ensure compliance with Constitution of the national organization.
9. Shall report the results of the above review process at the first BOD meeting of the administrative year.

B. Board of Directors
1. Serve as a non-voting member of BOD
2. Submit a written report quarterly to the BOD outlining the plans and activities

C. House of Delegates
1. Present and obtain an HOD vote for all proposed amendments during term of office
2. Serve as the Alternate Speaker for the Speaker of the House in his/her absence and as the need arises
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. Maintain correspondence with the other Regional Directors and keep them informed as to Executive Committee action items and sentiments, within 15 days of the meeting. 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 and President as needed.
6. Shall serve as the chairperson of the Internal Affairs Committee.
7. Shall coordinate the BOD meetings with the Chair.
8. Shall assist in or coordinate the collection of materials from the Regional Directors 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 Regional Directors.
4. Shall facilitate communications of the Executive Committee members with the Regional Directors.
STUDENT NATIONAL MEDICAL ASSOCIATION
APPOINTED NATIONAL COMMITTEE POSITIONS

2013-2014
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 sub-committee 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 sub-committee 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.

Sub-Committee Chairperson
Sub-committee chairpersons coordinate the activities of a sub-committee of their respective national committee, in accordance with directives from the national 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 national committee chairperson. They actively participate in the activities of their 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
Oversees activities related to YSEP, HPREP and MAPS protocols, and work cooperatively with the Pipeline Mentoring Institute Fellow.

Health Education and Prevention Protocol Subcommittee
Oversees 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
Goal: Serve as the primary logistical and program organizers of the 2014 Annual Medical Education Conference in Washington, DC, 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, to be composed of local SNMA membership.

DIVERSITY RESEARCH COMMITTEE
Goal: 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 future 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. Additionally, this committee is charged with the oversight of the SNMA/David E. Satcher Research Fellowship and the Dr. Wilbert C. Jordan Research Forum, and works 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
Assists the National President in strengthening the voice and brand of the SNMA, and works 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 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/Ways and Means Sub-Committee**
*Chair: 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, and 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 about international health opportunities. 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, and serve as 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, and staff the delegate certification booth at the national convention.

**Alumni Affairs Sub-Committee**
*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 past alumni to coordinate activities, mentorship, maintaining contact information, 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 Sub-Committee**
*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, as well as 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: Pre-Medical Board Member*
*Goals:* Serve as an extension of the Pre-Medical Board Member. Work with the National President and the Pre-Medical Board Member to expand the pre-medical audience through outreach, event planning, speaking engagements, and information distribution.

**PUBLICATIONS COMMITTEE**
*Goal:* Serve as the primary literary body responsible for written distribution of information throughout the SNMA via the *Journal of the Student National Medical Association* 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.
# 2013-2014 SNMA National Officer Application

You may request this document in the Word format from presidentelect@snma.org or go to [https://docs.google.com/spreadsheet/viewform?formkey=dDRmTG5rVjUwT2laemczMV9NSEppNU6MQ](https://docs.google.com/spreadsheet/viewform?formkey=dDRmTG5rVjUwT2laemczMV9NSEppNU6MQ)

Please read the Elections Information Packet before completing this form

**Deadline for Submission: March 1, 2014 (11:59 PM EST)**

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 for the following positions)*

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

* Student members are not eligible for the Professional Board Member (PBM) 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-Chair/Sub-Committee Chair/Project Coordinator
- [ ] Member at Large

Please rank, in order of preference, which committee you are interested in joining.

See the National Committee descriptions in the elections packet for further information.

1. 
2. 
3. 

Page 19 of 20
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.

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 (CV)
- [ ] 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 Election 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 March 15, 2014.

Yours in SNMA,

Topaz Sampson
National President-Elect 2013-2014
Elections Committee Chairperson
presidentelect@snma.org