**Minorites In Medicine 2020-20201 Application**

Applications Due Monday, March 22nd t at 11:59pm

**Requirements for all Board Members**

* Attend all programs/ meetings
* Attend Board meetings after regular weekly meetings
* Attend 1 conference during the academic school year
* Must be in good academic standing

**Specific Duties**

***President.***

* Ensures all national SNMA requirements and duties are fulfilled, including updating the national organization and assigning executive board members to attend SNMA region VIII meetings.
* Maintains contact with SNMA affiliates and guest speakers.
* Ensures that the Constitution is upheld.
* Ensures all deadlines are met and that all activities and events performed in the allotted time. Assists with events as necessary.
* Ensures all West Chester University Organization criteria are met and maintains contact with Program Coordinator for Student Organizations.
* Ensures that GoogleDrive point system is updated for all events.
* Maintains the [westchestermaps@snma.org](mailto:wcumaps@yahoo.com) account with the Vice President.
* Acts as primary contact to the National & Region VIII SNMA by attending conference calls held by directors and updates the executive board on activities encouraged.
* Assists treasurer with allocations.
* Maintains the strike system on the organization.

***Vice President***

* Organizes and allocates responsibilities for general body meetings.
* Makes all room and space reservations for activities and events.
* Assists the President with all duties as needed.
* Oversee the mentorship program
* Keeps the Orgsync system and website updated.
* Maintains [westchestermaps@snma.org](mailto:wcumaps@yahoo.com) account with president.
* Run and maintain mentor program

***Secretary***

* Take meeting minutes and posts them to the google drive.
* Maintains member attendance.
* Takes attendance at every executive meeting and program or event.
* Assists in program/event development.
* Maintains constant communication with Vice President and President.

***Treasurer***

* Maintains club transactions and SI account.
* Organizes and runs fundraising events.
* Assists in program/event development.
* Maintain constant communication with the Vice President.

***Community Service Officer***

* Plan at least two community service events throughout the semester.
* Attend 50% of all community service events.
* Maintain constant communication with the Vice President.

***Recruitment/Public Relations Officer***

* Create flyers for all programs.
* Actively reach out to potential members (including high school students).
* Continually seek collaborations with other chapters, as well as clubs on campus.

***SGA/ MOAB Rep***

* Attend all MOAB and SGA meetings.
* Update president and Vice President on new SGA/MOAB policies

1. Name:
2. Year:
3. Major:
4. GPA:
5. School email:
6. Which leadership position are you interested in?
   1. Executive Board
      1. Vice President
      2. Treasurer
      3. Secretary
      4. Community Service
      5. Public Relations
      6. SGA/MOAB REP
7. Please write two to three sentences describing why you are interested in a leadership position.
8. What unique ideas do you plan to bring to Minorities in Medicine as a leader?
9. What field of medicine are you interested in and why?
10. How much time are you able to dedicate to Minorities in Medicine on a weekly basis, outside of programs?
11. Describe yourself in three words.
12. Describe Minorities in Medicine in your own words.

Please submit your completed application in addition to a copy of your unofficial transcript to Ishayah Merrell by March 22nd. Email: IM912089@wcupa.edu