



# **Texas A&M University Pre-Medical Society Officer Handbook**

**2013-2014**

## ***Part I: Officer Expectations***

### **ATTENDANCE:**

Officer attendance at all society functions is very important. By participating, you will be leading by example and will stimulate member involvement. You are expected to attend all events.

- General meetings (**ALL**)
- Officer meetings (**ALL**)
- Society socials (**ALL**)
- Community service events (**ALL**)
- ECHO (**ALL**)

### **DRESS CODE:**

As a pre-professional organization, each officer should project an image of a refined, educated, and interested individual who is very serious about a career in medicine. In order to do this, proper attire must be worn.

- General/ECHO meetings - full length black slacks, officer polo worn tucked in, and name tag
- Officer meetings - casual, no dress code requirements
- Socials - dress appropriately for event
- Community service events –society t-shirts

### **PROFESSIONALISM:**

As an officer, you are expected to represent the organization in a courteous, professional manner. It is imperative that your actions reflect positively on the society.

- Introduce yourself to speakers
- Thank speakers
- Dress appropriately
- Anticipate problems
- Pay attention to speakers during meetings
- Have a positive outlook on the event at hand
- Remember that you represent the TAMU Pre-Medical Society and Texas A&M University AT ALL TIMES

### **CONFIDENTIALITY:**

Some of the items discussed as an officer are of a sensitive nature. You should respect the society and the members by being confidential on matters within the officer team.

- Officer meeting discussions
- Financial status

- MCAT scholarships
- Members' personal questions
- Officer application information

### **OFFICER-MEMBER INTERACTION:**

It is important that all officers have a strong interaction with the members. Many members have important questions and useful suggestions for the society as a whole; however, many members are shy. In order to create unity and truly get to know society members, officers are responsible for initiating conversations.

- Greet members at the door
- Converse with members
- Be available after meetings to answer questions
- Return members' phone calls and e-mails promptly
- Be approachable on campus or outside of meetings (ALWAYS represent the society)
- Keep members informed using the society listserv

### **ACADEMICS:**

Each officer is required by the Constitution to maintain satisfactory academic achievement.

- 3.0 cumulative Grade Point Ratio (GPR)
- In good standing with the University

## ***Part II: Officer Duties and Guidelines***

### **PRESIDENT:**

#### ***Duties***

- Preside over all executive and general meetings
- Prepare agendas for the meetings
- Ensure that other officers perform their duties
- Communicate with advisors
- Attend all Society events
- Oversee society business
- Coordinate the activities of officers in order to ensure maximum member involvement in Society activities

#### ***Guidelines***

The success an organization enjoys is due largely to the abilities of its President. As President, you must implement a unique blend of demands and compromise. It is imperative that you lead by example and ask no officer to do something that you yourself would not do. Aside

from motivating and delegating assignments to officers, the President is also obligated to interact extensively with members. Your presence should put members at ease and encourage their involvement in meetings and the Society as a whole. As President, it is your responsibility to take charge and propel the Society toward its goals.

## **VICE-PRESIDENT:**

### ***Duties***

- Assist the president
- Perform duties of President in the President's absence
- Schedule general meeting locations
- Prepare meeting room with needed equipment
- Schedule speakers
- Communicate with speaker on behalf of Society
- Send thank you notes to speaker
- Introduce speaker at meeting
- Manage MCAT scholarships (including member discounts for MCAT prep courses)

### ***Guidelines***

The vice president has one of the most important jobs within the Society: scheduling the speakers. Physicians are often very busy and on call; therefore, it is often difficult to find speakers that have accommodating schedules and who are willing to sacrifice personal time to come and speak. When arranging for a speaker, it is important to provide them with at least four weeks of advanced notice, the desired presentation length, the meeting time, date, and location, and background information about the Society's members. As vice president you should also provide the speaker with an outline of possible topics to present so that Society members can benefit the most from the meeting. Members are often interested in the following topics regarding physicians: work schedule, salary, schooling, reason for going into medicine, family life as a physician, specifics about their particular specialty, and advice for pre-med students. It would be important to note that their speech is by no means limited to these topics; the topics simply provide a foundation for building a speech. Slideshows are welcomed, and widely appreciated.

As vice president you will also be in charge of making dinner arrangements for the speaker and officer team before the meeting. It is important to make restaurant reservations, if possible. In order to get to the meetings by 7 PM, it is generally wise to make the reservation for 5:15 PM.

You will also be responsible for keeping track of Society scholarships. Every year, the Society gives out several MCAT review scholarships. These scholarships have been donated in the past by Kaplan and the Princeton Review. It is your responsibility to meet with representatives from these companies each year in order to ensure their donations. You should also keep records of these scholarships distributions and create certificates, which will be presented to recipients.

## **TREASURER:**

### ***Duties***

- Collect dues
- Pay bills
- Distribute Society's official merchandise
- Purchase officer shirts and name tags
- Oversee monetary transactions
- Prepare biweekly budget
- Keep updated society information at MSC SOFC
- Collect receipts and reimburse officers

### ***Guidelines***

As Treasurer, it is pivotal that you keep an accurate record of finances. You must keep in mind that Society money is provided by members through dues, and should be used with discretion. All checks must be cosigned with the society advisor. You should also reimburse officers who have used their personal finances for society use. This can be done by collecting their receipts, getting them approved by the advisor, and filing them with the MSC Student Organization Finance Center.

At meetings, it is also your responsibility as Treasurer to collect membership dues. This should be done before and after each meeting. This means you should arrive at the meeting site early and have change in order to accommodate members.

The Treasurer has the important role of coordinating with the Student Organization Finance Center, who oversees all account activity. Organization is vital, and will lead to success as Treasurer.

## **SECRETARY:**

### ***Duties***

- Take minutes at executive and general meetings
- Produce the Society newsletter, *The Caduceus*, for each meeting
- Distribute information regarding academic opportunities and programs
- Produce a list of OPSA workshop and MCAT dates

### ***Guidelines***

The secretary has a very important job, as you are required to produce *The Caduceus* for every meeting. This can be done with Microsoft Publisher software. *The Caduceus* should include this information: a calendar of all meetings and events, a summary of the last meeting, a short introduction for the upcoming speaker, announcements about dues, shirts, socials, ECHO meetings, community service projects, membership status, and any other pertinent information for members to know.

As Secretary, you will also provide members with class registration advice. At the Society pre-registration social every semester, you should compose and maintain a list of classes and professor evaluations to distribute to those in attendance.

The Secretary is also responsible for informing members of any academic opportunities. This includes scholarships, research opportunities, and summer programs. It is important that you make informational handouts regarding these topics in order to maximize society member involvement.

## **MEMBERSHIP DIRECTOR:**

### ***Duties***

- Keep track of attendance
- Keep track of points and member status
- Prepare bi-weekly update on attendance numbers
- Maintain an official member roster
- Create banquet certificates
- Maintain the Society listservs

### ***Guidelines***

The Membership Director is responsible for keeping track of member participation. Since membership status, officer selections, and other prizes are often based on these point totals, it is vital that they be accurate and up-to-date. You should also have sign in sheets at all meetings as well as any other Society function. Member attendance is the backbone of our Society and it is important to properly reward those who participate.

The Membership Director is also responsible for making the banquet certificates. All members who achieved a recognized status within the Society are entitled to a certificate of merit. You will design and print the certificates so they can be distributed the night of the banquet.

As Membership Director, you are also responsible for obtaining point sheets from other officers. You must take the initiative to gain possession of the point sheets from the bevy of officers such as the Philanthropy Chair and the Community Service Chair.

To keep other officers aware of the membership status of the society, the Membership Director will create a short report for updating purposes. The Membership Director is also responsible for maintaining the listservs (both general and officer). This includes promptly (within 24 hours) approving appropriate e-mails for posting to the general listserv and maintaining the proper integrity of the listservs by adding/deleting people from it as well as ensuring proper security of it.

## **EVENTS COORDINATOR:**

### ***Duties***

- Plan and prepare social events
- Plan the annual banquet
- Ensure risk management on trips
- Contact medical schools for field trip opportunities
- Organize all aspects of field trips

## ***Guidelines***

The Pre-Medical curriculum is very demanding. Students must spend a vast amount of time studying for tests and preparing for labs. For some, this taxing schedule makes meeting people with similar interests difficult. The purpose of the society Events Coordinator is to provide members with the opportunity to relax and meet others with similar interests. The social events should be well thought out and planned in advance so that they can be advertised with enthusiasm. Most socials should involve food for the members, as well as a fun activity. Many entertaining social events may include potential dangers; however, with the proper paperwork and risk management implementation, these activities can commence without creating a problem.

You are also responsible for organizing the annual Pre-Medical Society banquet. At this event, the outstanding involvement of the members is awarded and the upcoming year's officers are announced. The banquet should be held at a place which can serve and accommodate approximately 60 guests. You must make a program, choose menu items, and buy door prizes that will be given out at the banquet. Keep in mind that reservations for such an event must be made at the beginning of the semester that it is to be held.

One of the most important roles of the Events Coordinator is planning the society field trips. Our members will be provided with the opportunity to go on two field trips per school year. While organizing these events, it is imperative that you fill out the proper paperwork and have reliable accommodations. Things such as hotel rooms, van rentals, and restaurant reservations should be made well in advance in order to ensure a smooth and worry free event. Since trips require a great deal of advanced planning, you should have members sign up and commit to attending well in advance.

It is also your responsibility to organize the pre-registration socials. This event has been extremely successful in the past as we have received positive feedback from students. It is important that you begin to survey members and officers early in the semester so you can compile a list of good classes and professors to take.

## **HISTORIAN:**

### ***Duties***

- Create Pre-Medical Society scrapbook
- Ensure pictures are taken at all general meetings and all other events
- Maintain and update the large display trifold
- Produce a slideshow for the annual banquet
- Manage and coordinate society intramural sports

### ***Guidelines***

The Historian shall be responsible for the creation and maintenance of the Pre-Medical Society's scrapbook. The Historian is also responsible for the display and maintenance of the Pre-Medical Society's large display trifold to be displayed at functions participated in by the society.

The Historian shall ensure pictures are taken of the speaker, the members, and officers at every general meeting, or other function participated in by the Society. The Historian is

responsible for relaying pictures taken at events to the Technology Chair for posting on the website.

It is also the Historian's responsibility to produce a slideshow for the annual banquet of pictures that have been taken throughout the last year. This includes arranging for the appropriate equipment to display such a slideshow.

The Historian is also in charge of intramural sports for the Society. This includes signing up the Society, stimulating member involvement, being present and organizing the team on all game days, and tracking the society's progress throughout the season.

## **PHILANTHROPY CHAIR:**

### ***Duties***

- Responsible for all aspects of the Society's involvement in regards to our philanthropy
- Have at least one fundraiser event each semester
- Create and direct a committee made up of members to assist you in your activities
- Set attainable goals for fundraising
- Provide biweekly updates of progress to officers and the Society

### ***Guidelines***

The Philanthropy chair shall choose a medically related cause to support throughout the entire academic year. The goal is to not only get the members of the Society involved but the entire A&M family including students and faculty, as well as the Bryan/ College Station community. To assist in such a task it is recommended that a separate committee made up of members be created. The Philanthropy Chair is responsible for organizing applications and interviews for the committee as well as presiding over the committee throughout the year.

There should be two main fundraising events put one by the Society, one each semester, targeted at raising not only money, but awareness toward the chosen cause.

## **COMMUNITY SERVICE CHAIR:**

### ***Duties***

- Coordinate all weekly community service activities
- Organize at least two community service projects per semester
- Provide members with a list of service opportunities
- Track member involvement in service opportunities

### ***Guidelines***

Community service plays a pivotal role in any student's medical school application. It is your responsibility to provide the members with the opportunity to undertake an ample amount of service in an array of genres. The Community Service Chair will be responsible for organizing weekly community service opportunities as well as at least two community service events per semester.

## **TECHNOLOGY CHAIR:**

### ***Duties***

- Maintain Society website—[aggiepremed.tamu.edu](http://aggiepremed.tamu.edu)—keeping it completely updated
- Maintain Society e-mail account
- Maintain Society Facebook and twitter account
- Forward e-mails to their appropriate recipients
- Register and/or maintain domain name
- Post all necessary content, including pictures, on the website

### ***Guidelines***

The Technology Chair is responsible for maintaining and updating the Society's website. It is extremely important that all information displayed on the website be accurate. Many of the members and potential pre-meds use the website for key information. For instance, members often use the calendar when noting the meeting times and locations; therefore, incorrect information can result in members missing meetings or showing up at the wrong meeting location.

Answering Society e-mail is also an important duty of the Technology Chair. It is vital that you answer e-mails promptly. If a question is asked that you do not know the answer to, forward the e-mail to the officer or to our advisor whose realm the question pertains; however, all basic questions should be answered by you.

The domain name is to be maintained by the Technology Chair, and updated when necessary. The Technology Chair is also responsible for uploading all documents onto the Society website, such as updated points spreadsheets and Membership forms.