



Latino Medical Student Association

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SECTION I Purpose

The Midwest Executive Board is the governing body that administrates the business of the Midwest region of the LMSA organization and provides the necessary leadership and direction for the region. It serves to provide the creation, coordination and execution of regional networking, programs and events at a central level. The Executive Board oversees, supports and assist local Midwest regional chapters in carrying out the goals and mission on LMSA. The Executive Board serves to facilitate communication amongst regional schools, as well as between regional schools and the LMSA National Executive Board.

SECTION II Responsibilities

- Carries out the administration and business of the organization and its work.
- Outlines LMSA Midwest goals and objects and actively promotes programs and events to accomplish such tasks.
- Approves or declines all proposals submitted by represented schools or Executive Board members.
- Approves an annual budget and emergency funding.
- Develops all policy, rules and regulations for the Midwest Region.
- Is responsible for changing the bylaws, rules, and regulations of the organization.
- Is responsible for organizing and conducting general membership meetings.
- Facilitates communication between LMSA Midwest and LMSA National.

SECTION III Composition

The Executive Board will be made up of the following voting members:

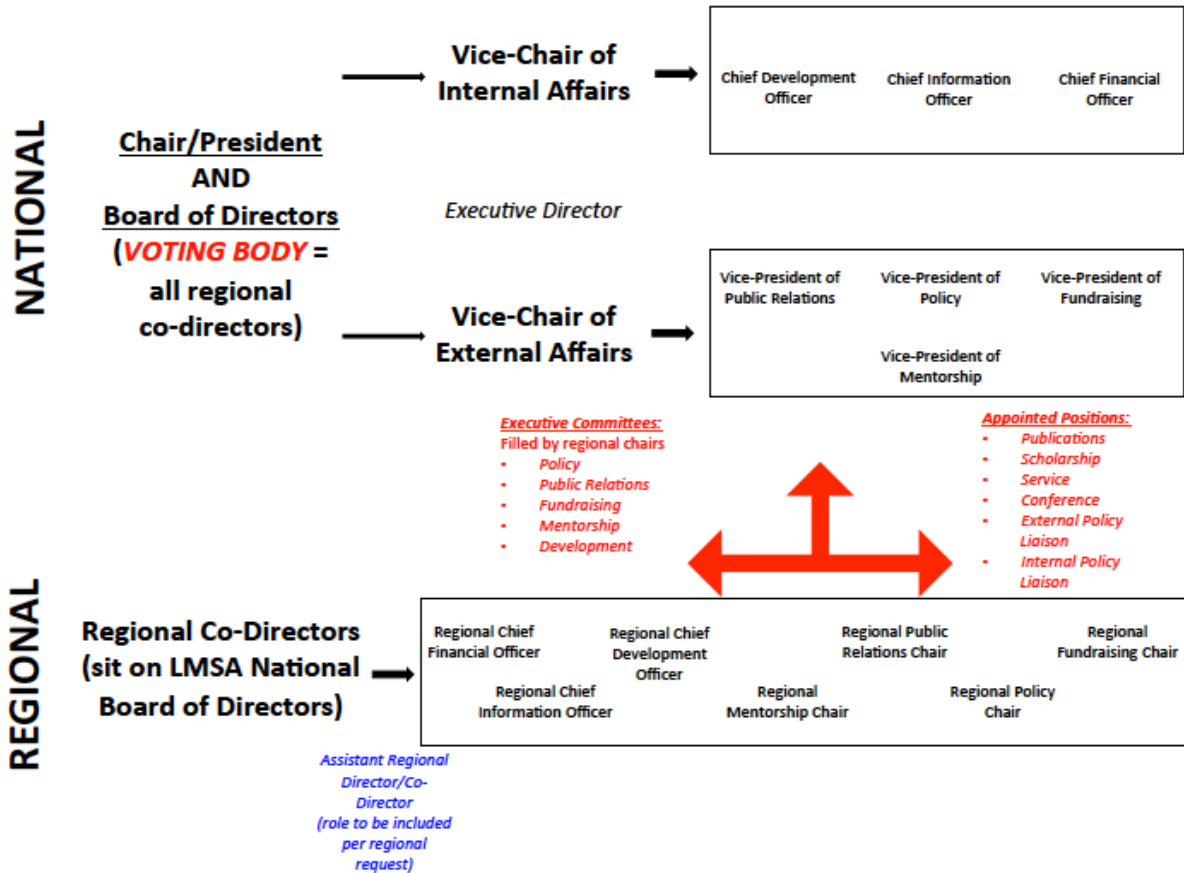
- **Co-Directors (2)** (*previously co-Presidents*)
- **Chief Financial Officer** (*previously Vice President of Budget and Finance*)
- **Chief Development Officer** (*previously Vice President of Information and Networking*)
- *Vice President of Community Affairs*)
- **Chief Information Officer** (*previously Parliamentarian*)
- **Policy and Academic Affairs Chair** (*previously Vice President of Academic Affairs and Health Policy*)
- **Mentorship Chair** (*previously Premed liaison*)
- **Public Relations Chair** (*previously Director of Communications*)
- **Community Affairs Chair** (*previously Vice President of Community Affairs*)
- **Regional Conference Coordinator**
- **Webmaster**



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LMSA National and Regional Structure





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SECTION IV Duties of Regional Executive Board Members

Co-Directors

- Shall exercise general supervision over all the affairs of the organization and coordinate interscholastic communication.
- Shall set the agenda, convene and preside over all meetings of the Executive Board.
- Shall be charged with final review of the Executive Board operating budgets.
- Shall act as the official spokesperson for the organization and represent LMSA Midwest as voting members on the LMSA National Executive Board.
- Shall be responsible for securing a location, planning and executing the Annual House of Delegates Meeting and Leadership Summit.
- Shall be responsible for securing a location for the Annual Midwest Regional Conference.
- Shall work with the CFO to fulfill the responsibilities of Fundraising Chair as stated below.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, National Conference, NHMA Conference, GLAS and LMSA National Retreat, unless an arrangement is made for a proxy from the additional voting members to the Board.

Chief Financial Officer

- Shall be responsible for all affairs regarding the budget and finance items of the region.
- Shall present all final draft budgetary proposals for regional events to the Executive Board for approval.
- Shall present a budgetary proposal for the upcoming fiscal year to the Executive Board for approval by June 1.
- Shall provide written reports regarding the financial status of the organization for the Executive Board, including the annual end of the year report.
- Shall receive all funds paid to the Region and shall approve payment of all bills incurred by the Region as approved by the Executive Board.
- Shall keep and maintain accurate records of all financial transactions of the Region.
- Shall ensure that all deposits and reimbursements are made in a timely manner and are in agreement with the approved amounts.
- Shall maintain 501(c)3 status for region.
- Shall oversee and manage LMSA Midwest Regional Grants.
- Shall keep and maintain the regional organization's checking account and ensure proper management of all bank and investment accounts.
- Shall have signing authority on the organization's petty cash account.
- Shall work with the co-Directors to fulfill the responsibilities of Fundraising Chair, which include:
 - Shall be responsible for coordinating fundraising events.



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- Assist the co-Directors and Conference Coordinator with Sponsor and Exhibitor recruitment for the regional conference.
- Work closely with National Fundraising Chair and assist with fundraising efforts, namely those related to the LMSA National Conference.
- Shall sit on the National Fundraising Committee.
- Shall complete full transition of all physical and electronic documents, financial records, account access, and signing authority to new Chief Financial Officer by end of June following appointment of position.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Chief Development Officer

- Shall regularly communicate with represented chapters to provide support and information.
- Shall employ skills in strategic organizational thinking and long-term planning for membership recruitment and retention.
- Shall recruit new chapters at unrepresented schools and provide information regarding LMSA Midwest to such schools in effort to recruit new chapters.
- Shall relay relevant questions and concerns of local chapters to the Executive Board.
- Shall create new opportunities to foster community, camaraderie and teamwork between neighboring chapters.
- Shall design recruitment strategies to increase and expand LMSA membership
- Shall ensure all membership chapters submit annual chapter reports for HOD.
- Shall be responsible for working with regional and national Webmaster to ensure the regional database and rosters submitted by active chapters are congruent, thereby maintaining an accurate listserv and member database.
- Shall work alongside National Publication Chairs and Public Relations Chair to compile chapter/regional level highlights for distribution.
- Shall ensure effective transition to the next Chief Development Officer including current progress and future direction.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Chief Information Officer

- Shall keep a complete written record of all the Executive Board proceedings and submit for review and approval.
- Shall prepare minutes and record attendance of all meetings of the Executive Board and HOD in a timely manner.



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- Shall maintain order adhering to Roberts Rules at each meeting of the Executive Board, including conducting all voting and elections.
- Shall develop and coordinate parliamentary procedure workshops (PPW) for the regional level.
- Shall organize and set up conference calls for regional delegates and Executive Board members.
- Shall maintain current and past official regional documents (such as transition documentation, current and past leadership contact information and official letters).
- Shall oversee the Constitution, its interpretation and amendments.
- Shall ensure all records shall be available at any time for inspection by members.
- Shall preside over the annual election of the Midwest Regional Executive Board at the regional conference.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Policy and Academic Affairs Chair

- Shall keep the Executive Board informed of the current academic and political events and opportunities that may serve the organization's purpose and objectives.
- Policy
 - Develop formal policy statements and advocacy programming that reflect the objectives of the membership and executive council as stated in the bylaws.
 - Shall serve as the liaison between the Executive Board and the LMSA-National Policy Committee, which may involve attendance of national teleconferences, meetings, and conferences.
 - Collaborate with LMSA National to seek opportunities for external policy collaborations, with the goal of growing the region's influence on health care and medical education policy.
 - Shall help the general members in the development of policy resolutions
- Academic Affairs
 - Shall manage production and publications of the LMSA Midwest Newsletter (*The Latino Informant*) twice annually.
 - Shall coordinate the research poster symposium of the LMSA Midwest Regional Conference.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, National Conference and LMSA Policy Summit, unless an arrangement is made for a proxy from the additional voting members to the Board.



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Mentorship Chair

- Shall organize a Premed Affairs Committee to coordinate among regional premedical organization and be responsible for all affairs of said committee.
- Shall design recruitment programs to increase and expand LMSA presence among undergraduate and high school programs.
- Shall communicate on a regular basis with associated premedical groups, organizations and programs to foster mentorship and guidance with regional premeds.
- Shall recruit medical student mentors to provide support and/or shadowing experiences for interested pre-medical students
- Shall work with the regional and national Webmaster to ensure an accurate listserv of premed members.
- Shall assist in planning relevant events at the LMSA Midwest Regional Conference and recruit premedical and high school students to the conference.
- Shall sit on the National Mentorship Executive Committee.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Public Relations Chair

- Shall work closely with the regional and national Webmasters to ensure accurate listserv for effective and easy regional communication.
- Shall regularly update the organization's social media accounts.
- Shall monitor the LMSA Midwest email account and respond to and forward out emails on behalf of the region.
- Shall be responsible for crafting all communications necessary between the Executive Board and LMSA Midwest membership and affiliates.
- Works with VPPR and other RPRCs to ensure the standardization of all logos, templates, and websites across the regions, in order to present a unified presence to the public.
- Shall enforce proper use of the National LMSA logo as per LMSA National policy.
- Shall be responsible for the production and creative design of the regional event publications (including event flyers and the annual conference program).
- Shall seek out regional media outlets (television, radio, newspaper, online articles, etc.) to form relationships with and publish regional stories and events.
- Shall be familiar with Midwest and National policies and communicate with outside organizations regarding policies of LMSA Midwest and National.
- Shall sit on National External Affairs Committee.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference, National Conference and NHMA Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.



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Community Affairs Chair

- Shall be in communication with regional chapter delegates regarding chapters' community events and programs.
- Shall maintain documentation of service projects and events carried out by regional chapters.
- Shall facilitate the LMSA Midwest Annual Service Day, held on the Sunday of the Midwest Regional Conference.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Regional Conference Coordinator

- Shall be responsible for the execution of the Annual LMSA Midwest Regional Conference.
- Shall organize and oversee the Regional Conference Committee.
- Shall set a proposed budget for the regional conference.
- Shall organize the agenda, secure speakers and coordinate logistics of the conference.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.

Webmaster

- Shall maintain the LMSA Midwest website in collaboration with the Public Relations Chair.
- Shall assist the Public Relations chair with LMSA Midwest social media portals and event publications.
- Shall assist the Policy and Academic Affairs Chair with newsletter publications.
- Shall create and manage ticketing and registration platform for LMSA events and the Annual Regional Conference.
- Shall attend the Midwest House of Delegates Meeting, Midwest Regional Conference and National Conference, unless an arrangement is made for a proxy from the additional voting members to the Board.



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SECTION V Election of Executive Board Members

1. Eligibility

1.1. In order to be eligible for nomination, the nominee must be a member of a LMSA.

- Candidates are to submit the required materials listed in the application document by the deadline provided.
- The term of office is one full year, from July 1 of the current year to July 1 of the following year.
- No Executive Board member will be allowed to hold two positions on the Board simultaneously, other than the CFO/Fundraising Chair who, in the Midwest Region is by definition one consolidated position.

2. Nomination Process

2.1. Prior to Application Submission deadline

2.1.1. Prior to LMSA national conference (no more than three months before the conference) position descriptions and application will be announced and uploaded to LMSA website by the Elections committee.

2.1.2. The Elections Committee shall set a deadline by which members declaring their candidacy are to submit their election application and associated documentation. The Committee shall make the deadline visible to the membership via website, email, print, social media, or other announcement. The deadline shall not be less than one month before the Midwest Regional Conference.

2.1.3. All candidates should officially declare their candidacy by submitting all required documentation and elections application to the Elections Committee by the deadline.

2.1.4. Documentation and applications must be submitted by the designated deadline in order to be distributed by the Elections Committee to the membership. The Committee reserves the right to refuse distribution of credentials and applications after the deadline.

2.1.5. Candidate documentation will be reviewed by the Elections Committee, who will:

2.1.5.1. Verify membership of all candidates

2.1.5.2. Verify academic good standing of student candidates

2.1.5.3. Confirm completion of application and submission of all required credentials.

2.1.6. Positions that receive at least five (5) official candidate declarations as described above will be closed at the submission deadline and no other nominations will be taken. Those positions receiving less than five (5) declared candidates will be open for nominations from the floor at the elections in accordance with parliamentary procedure.



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- 2.1.7. A candidate may declare candidacy on his/her application for no more than one position during the entire elections process in the same year.
- 2.2. After the Application Submission deadline
 - 2.2.1. Candidate materials must be distributed or made accessible to the membership within two (2) weeks of closing of submissions.
 - 2.2.2. Candidates submitting materials to the Elections Committee after the deadline but prior to the start of the National Conference will be considered for addition to the ballot for positions for which there are not five (5) candidates.
 - 2.2.3. No late materials will be placed on the website or listserv.
 - 2.2.4. Candidates should prepare by reading the LMSA Constitution and Bylaws, speaking to current and past officers, and prepare campaign materials.
 - 2.2.5. Questions on the elections process should be addressed by any member of the Elections Committee.
 - 2.2.6. Campaigning
 - 2.2.6.1. Prior to receiving official notice that the application for office has been accepted by the Elections Committee, applicants cannot participate in any campaign activities. This includes any and all e-mail communication, printed materials, websites, social online community, newsletters, etc. that may be distributed by the candidates' committee.
 - 2.2.6.2. No restrictions are placed on campaign financing or materials that can be distributed.
 - 2.2.6.3. Candidates are not permitted to compensate members, chapters, or regions for electoral ballot
 - 2.2.6.4. Materials
 - 2.2.6.4.1. Campaign materials must be professional in nature. The use of derogatory characterizations of candidates or expletives is strictly prohibited. The Elections Committee reserves the right to review all campaign materials and recommending actions if deemed necessary.
 - 2.2.6.4.2. A candidate's campaign materials may be distributed only during that candidate's speech.
 - 2.2.6.4.3. No materials may be placed in conference facilities.
 - 2.2.6.4.4. Printed materials must not contain pictures of any elected officers.
 - 2.2.6.4.5. Candidates and their supporters may wear campaign buttons, or pins during the National Conference. However, campaign clothing that



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does not meet business appropriate attire criteria (i.e. tank tops, T-shirts, sweatpants, etc.) will not be allowed at conference sessions.

3. Elections Process

- 3.1. The voting body will be composed of all LMSA Midwest members present at elections and each member will receive one (1) vote.
- 3.2. Upon presentation of certain position, all respective nominees will be asked to leave the room where elections are to be held. Shortly thereafter, each individual nominee will have the opportunity to speak. Each individual nominee has a maximum of 3 minutes to speak to the voting body. Individuals will be presented in alphabetical order according to their first name. No candidate should be present in the meeting room during other nominee's presentations.
 - 3.2.1. Those candidates who are voting members may select an appropriate proxy to substitute for them in the meeting.
 - 3.2.2. To maintain the integrity and fairness of the elections process, all candidates must remain in a designated location outside of the meeting room until the time of their presentation.
- 3.3. In the case that a nominee is not able to attend the conference, they are allowed to send a pre-recorded speech of maximum 3 minutes.
- 3.4. After the nominee has completed his/her speech, each candidate will answer pre-determined questions from the Elections Committee and there will be an additional 2-3 minute question and answer period from the membership.
 - 3.4.1. Candidates that cannot attend may be required to be available through phone or video conferencing to answer potential questions.
- 3.5. After each nominee has had the opportunity to speak, he/she will step out of the room.
- 3.6. Once all nominees have spoken, the floor will be opened for a maximum of two pros and two cons for each candidate from the voting body.
- 3.7. At the end of the discussion period a roll call vote will be conducted and tallied by the moderator. Once the vote is cast, it cannot be changed.
- 3.8. In the event of a tie, the voting body will have an additional two (2) minutes to discuss amongst themselves the proper candidate for the position. At the end of this time, another roll call will be called. If at this time there is still a tie, the current Executive Board will then be asked to vote and break the tie.

4. Voting

- 4.1. Members of the elections committee will tally the votes by hand or whichever method the committee has decided to utilize at those elections.
- 4.2. An elected candidate must receive a majority of (50% +1) of the votes from voting body.



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- 4.3. If no candidate receives a simple majority of the votes, a run-off will occur between the two (2) candidates receiving the largest number of votes.
- 4.4. Final results of the national elected positions will be announced at the close of each election and for the membership at the closing gala.
5. Nominations from the floor
 - 5.1. Nominations for candidates not having submitted credentials to the elections committee by the designated deadline will be taken from the floor for any positions with less than five candidates.
 - 5.2. Candidate must be an LMSA member at the time of nomination.
 - 5.3. Candidates may self nominated or nominated by another LMSA member. All nominations must be seconded and acceptance of the nomination made clear to the moderator immediately.
 - 5.4. Floor nominations may include candidates who applied and ran for another position but were not elected and are subsequently interested in Executive Board position.
 - 5.5. These nominated candidates must follow the same procedures mentioned above under the election process.
 - 5.6. After moderator declares that nominations have been closed no more nominations can be accepted.
 - 5.7. Members can also sign up at the National Conference as long as a position has no running candidates or has not met the five nominee maximum requirement.