

AMWA Residents & Fellows' Division Leadership Board Responsibilities

All board members:

- Attend monthly RD Leadership Board conference calls and update the meeting minutes.
- Contribute to the AMWA Resident Quarterly (ARQ); Board member will rotate being the Editor

President-Elect

- 1) Assist President with Resident Division (RD) responsibilities
- 2) Attend at least 25% of AMWA Board of Directors Conference Calls

Treasurer

- 1) Maintain the RD budget
- 2) Determine the names and contact info for awardees and send it in to Danielle Carrier in a timely fashion to have checks ready for the AMWA Interim meeting and the AMWA Annual meeting
- 3) Identify a fundraising opportunity for the division

Secretary

- 1) Maintain the meeting minutes for monthly conference calls
- 2) Send out monthly reminders for conference calls

Conference Chairs - 2

- 1) Attend monthly conference committee calls
- 2) Assist with developing three sessions for the 2019 Annual Conference
- 3) Send out information regarding Resident Poster/Oral Presentation Submissions and coordinate poster submissions, acceptances, presentations, judging, and winners with the Student Division Conference Co-Chairs
- 4) Assist with room-sharing for the Annual Conference (consider working with student division, as they do this well)

Recruitment Chair

- 1) Maintain an active list of the Resident members and branches
- 2) Identify ways for this individual to get involved with AMWA and reach out to the President/President-Elect about opportunities (advocacy, mentorship, research, preventive medicine, position papers, etc)
- 3) Create and utilize advertisement/outreach media to increase membership

Awards Chair

- 1) Update the website with the Annual award winners
- 2) Update awards submission forms
- 3) Send out award nominations to RD members (usually monthly from October to January) and determine winners for awards with the RD Leadership (usually by the beginning of February). Send the award winners' names and contact info to Eliza Chin and to the RD Treasurer/Danielle Carrier

Advocacy Chair

- 1) Attend Advocacy Committee conference calls
- 2) Develop ways for residents to become involved with local and national advocacy initiatives
- 3) Update RD members about AMWA Advocacy efforts and accomplishments