

President-Elect

- 1) **Assist President** with RD responsibilities
- 2) Attend at least 25% of AMWA BOD Conference Calls
- 3) Update the AMWA RD **Website**

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 2017 Interim meeting and the 2018 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
- 3) Assist Eliza with gathering RD **submissions for JAMWA**

Conference Chairs - 2

- 1) Attend monthly **conference committee calls**
- 2) Assist with **developing one session** for the 2019 Annual Conference
- 3) Send out information regarding **Resident Poster and 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 Chairs - 2

- 1) Encourage **one new person to join** the RD Division every month
- 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) Help **establish at least 2 RD branches** during the year
- 4) Create and utilize **advertisement/outreach media** to increase membership

Awards

- 1) **Update the website** with the Annual 2018 award winners
- 2) Update the **website's awards page** as needed, including editing the **submission forms**
- 3) Develop a **timely method of determining winners** for awards (by 1/31/19) and turning in their names and contact info to Eliza Chin and to the RD Treasurer/Danielle Carrier

Advocacy

- 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