



The Vision and Voice of Women in Medicine

Checklist for Starting an AMWA Student Branch

Listed below are the steps you need to take in order to become an official AMWA Student Branch.

- ✓ Identify a minimum of 5 active student AMWA members.
 - This may include students enrolled in accredited medicine and health-related graduate programs. Find out who is eligible to join on our website.
 - Students are not considered AMWA members until they have registered as a member with national AMWA and paid dues.
 - You should encourage as many potential members as possible to join AMWA!
- ✓ Contact your institution's Student Affairs Office, or equivalent entity, to get started with the process of establishing AMWA as a new student group at your school.
- ✓ Identify a faculty member who would serve as the chapter's faculty advisor
- ✓ Organize your first meeting:
 - Elect an executive board. Only AMWA National members are eligible for leadership positions.
 - Determine your AMWA branch objectives for the upcoming year, including a fundraising event, a community service project, an advocacy event, and other projects. Additional branch resources, including information about applying for Branch Grants, can be found on our website.
- ✓ Familiarize yourself with the materials on the AMWA Student Home Page (www.amwa-student.org)
- ✓ Email the following information to the National Student President, National Recruitment Chair, and your Regional Director:
 - Leadership List:
 - Names of elected officials
 - Email addresses
 - A physical mailing address that is valid during the academic year
 - Name of Faculty Advisor and her/his contact information
 - Your Branch Bylaws
 - List of national AMWA Branch Members

After AMWA receives the above information, we will approve your Bylaws and send your president a branch number. You are now an approved student branch. Welcome to AMWA!

ADDITIONAL TIPS

- ✓ It may be desirable to seek a faculty member who is willing to serve as a branch advisor, even if not required by your institution.
- ✓ As new members join, please be sure that you have verification of their registration with national AMWA.
- ✓ Please keep your Regional Director up-to-date on your branch's leadership contact information, especially after leadership transitions.
- ✓ Please encourage your members to read their monthly AMWA emails, including NewsFlash and Student NewsFlash. Feel free to send information about events held at your local institution to the National Secretary to be included in the Student NewsFlash.
- ✓ Please encourage branch members to become involved in leadership activities at the local and national levels. There are outstanding opportunities that often arise for those who become involved in leadership roles!