

**ILLINOIS STATE MEDICAL SOCIETY MEDICAL STUDENT SECTION**  
**Responsibilities of ISMS-MSS Officers**

The ISMS-MSS officers are the Chair, Chair-Elect (when known), Vice-Chair, Secretary/Editor, Student Trustee, and Student Trustee-Elect (when known). Nominees for these offices are required to appear before a meeting of the Governing Council to discuss their qualifications for the position sought. Subsequent to such interviews, at the ISMS-MSS Annual Meeting, current School Representatives and Alternate School Representatives elect the officers, who serve as the members of the Executive Committee, who shall take office at the conclusion of the ISMS Annual Meeting.

Specific duties for each of the Officers are provided under Article V, Section C of the ISMS-MSS Bylaws, as follows:

**Duties of the Chairperson**

1. The Chairperson shall preside over all meetings of the ISMS-MSS and the ISMS-MSS Governing Council.
2. The Chairperson shall coordinate and facilitate communication with the other state medical society student sections.
3. The Chairperson or the chair's appointee, shall serve as alternate delegate in the Illinois Delegation to the AMA House of Delegates when such positions are available.
4. The Chairperson shall attend meetings of the ISMS Board of Trustees.
5. The Chairperson shall have the power to appoint ad hoc committees and to appoint the chairperson thereof. All such committees shall report to the Chairperson.
6. The Chairperson shall have the power to appoint student member representatives of ISMS Councils and Committees.
7. The Chairperson shall meet with the Chairperson of the ISMS Resident and Fellow Section (RFS) within ninety (90) of the beginning of the ISMS Annual Meeting.

**Duties of the Chair-Elect**

1. Attend all meetings of the Governing Council and the Executive Committee.
2. Study the relationship between the Chair and the Governing Council.
3. Study the responsibilities and duties of the Chair so that when his or her term as Chair commences, he or she will have an understanding of the duties and responsibilities of that office.
4. Assume the office of Chair upon the conclusion of the next ISMS-MSS Annual Meeting.

**Duties of the Vice-Chairperson/Treasurer**

1. Assume the duties of the Chair in the Chair's absence.
2. Function as treasurer of the ISMS-MSS, which shall include: a) presentation of a monthly financial status report at each meeting of the Governing Council, which may include suggestions for fiscal responsibility; and b) presentation of a budget proposal.
3. Be responsible for educational activities of the ISMS-MSS.
4. Serve as whip for the ISMS-MSS Delegation, responsible for coordinating preparation prior to and activities during the Annual and Interim Meetings of the AMA-MSS Assembly.
5. These coordination responsibilities are more fully outlined in the section regarding AMA-MSS Assembly meetings.

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**Duties of the Secretary/Editor**

1. The Secretary shall endorse an official record of the minutes and upcoming agenda of all ISMS-MSS and Governing Council meetings.
2. The Secretary shall support the production of an ISMS-MSS newsletter highlighting ISMS-MSS activities among all medical students in Illinois in order to facilitate communication among all medical students in Illinois.
3. The Secretary shall serve as the Editor of the ISMS-MSS Bulletin, being responsible for managing its style, format and content. Content of the MSS Bulletin should include, but not be limited to, information on activities about upcoming events among medical students in Illinois, opportunities in advocacy, and highlights about ISMS issues.
4. The Secretary shall monitor the activities of the student members of ISMS councils and committees, thereby maintaining communication between the ISMS-MSS Governing Council and respective ISMS councils and committees.

**Duties of MSS Trustee to the ISMS Board of Trustees**

1. The medical student member of the ISMS Board of Trustees shall serve as liaison with the ISMS Board of Trustees.
2. The medical student trustee member of the ISMS Board of Trustees shall assist the Chairperson in preparation of the annual report to ISMS Board of Trustees.

**Duties of MSS Trustee-Elect to the ISMS Board of Trustees**

1. Attend all meetings of the ISMS Board of Trustees as an observer, who may be asked to leave the room when privileged information is being shared or discussed.
2. Study the relationship between the Student Trustee and the ISMS Board of Trustees, so that when his or her term as Trustee commences, he or she will have an understanding of the duties and responsibilities of that office.
3. Assume the office of Student Member to the ISMS Board upon the conclusion of the next ISMS-MSS Annual Meeting.

**Joint Officer Duties**

1. The Executive Committee shall submit to the ISMS Board of Trustees nominations for student members to ISMS councils and committees.
2. The Executive Committee shall coordinate the representative selection of ISMS-MSS school representatives, who also serve as the MSS Delegates to the ISMS House of Delegates.
3. The Executive Committee shall coordinate the representative selection of AMA-MSS delegates.
4. The Executive Committee shall recommend to the ISMS Board of Trustees the removal of a student council or committee member if the student is delinquent in their duties or fails to represent the policy determined by the ISMS-MSS.