



ISMS RFS OFFICER & EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

Terms of Service: 1 year (April 2019 - April 2020)

Chairperson (currently Jordan Gavin, MD):

- a. The Chairperson shall preside over all meetings of the ISMS-RFS and the ISMS-RFS Governing Council;
- b. The Chairperson shall coordinate and facilitate communication with the other state medical society resident and fellow sections;
- c. The Chairperson shall prepare an annual report to the ISMS Board of Trustees and to the ISMS House of Delegates;
- d. The Chairperson shall attend meetings of the ISMS Board of Trustees;
- e. 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; and
- f. The Chairperson shall have the power to appoint resident/fellow member representatives of ISMS Councils and Committees.

Chair-Elect (currently Christiana Shoushtari, MD, MPH):

- a. The Chair-Elect shall attend all meetings of the Governing Council and the Executive Committee;
- b. The Chair-Elect shall study the relationship between the Chair and The Governing Council;
- c. The Chair-Elect shall 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; and
- d. The Chair-Elect shall assume the office of Chairperson upon the conclusion of the next ISMS Annual Meeting.
- e. The Chair-Elect shall lead at least one event during the year.

Vice-Chair of Internal Affairs (currently Hans Arora, MD, Ph.D.):

- a. The Vice-Chairperson of Internal Affairs shall work alongside the Vice-Chairperson of External Affairs to assume duties of the Chairperson in his/her absence;
- b. The Vice-Chairperson of Internal Affairs shall serve as parliamentarian and as an expert in parliamentary procedure;
- c. The Vice-Chairperson of Internal Affairs shall serve as the Governing Council liaison with ISMS-RFS members on ISMS Councils and/or on ISMS-RFS Committees;
- d. The Vice-Chairperson of Internal Affairs should work alongside the Vice-Chairperson of External Affairs in preparation for AMA-RFS assembly meetings and shall be responsible for educational activities of the ISMS-RFS, including:
 - i) Educating members of the ISMS-RFS Delegation on writing of resolutions;

- ii) Educating members of the Delegation, especially new members, regarding floor procedure, protocol and rules of order of the AMA-RFS Assembly meetings;
 - iii) Coordinating all reference committee and floor testimony from the ISMS-RFS Delegation;
 - iv) Organizing the Delegation during floor votes and disseminating the Delegation's latest position on resolutions;
 - v) Ensuring that all ISMS-RFS delegates and alternate delegates have an understanding of, and opportunities to participate in all facets of the Assembly meeting, including testimony, floor debate, and as appropriate, voting; and
 - vi) Working with the ISMS-RFS Chairperson, or any designated campaign manager or committee, in managing the election campaigns of national candidates brought forth by the ISMS-MSS Delegation.
- e. The Vice-Chairperson shall develop surveys to determine topics of resolutions to be submitted by the Section. This includes connecting members to write resolutions.

Vice-Chair of External Affairs: (currently Nathaniel Meadow, MD, MPH)

- a. The Vice-Chairperson of External Affairs shall work alongside the Vice-Chairperson of Internal Affairs to assume duties of the Chairperson in his/her absence;
- b. The Vice-Chairperson of External Affairs shall communicate on behalf of the Governing Council to the appropriate RFS general membership through newsletters and other appropriate vehicles, including providing content for the Section to share via social media;
- c. The Vice-Chairperson of External Affairs shall be responsible for leading new member engagement including connecting new interested ISMS-RFS members with veteran member mentors.
- d. The Vice-Chairperson of External Affairs should work alongside the Vice-Chairperson of Internal Affairs in preparation for AMA-RFS assembly meetings and shall be responsible for communication thereof, including:
 - i) Organizing a meeting of ISMS-RFS members and delegates prior to AMA-RFS assembly meetings;
 - ii) Creating the resolution bricks via googledocs for the meetings listed above;
 - iii) Assigning delegates and alternates delegates to review the resolutions and provide a summary of their assigned resolution for above meetings; and
 - iv) Creating a googledoc and connecting delegates about interim housing.
- e. The Vice-Chairperson of External Affairs shall attend ISMS Board of Trustee meetings in the absence of the Resident Physician Member of the ISMS Board of Trustees.

Resident Physician Member of the ISMS Board of Trustees (currently Melissa Palma, MD):

- a. The Resident Physician Trustee Member of the ISMS Board of Trustees shall serve as liaison with the ISMS Board of Trustees;
- b. The Resident Physician Trustee shall assist the Chairperson in preparation of the annual report to ISMS Board of Trustees; and
- c. The Resident Physician Trustee shall attend the meetings of the ISMS Board of Trustee and prepare written updates at least 2x/year.

Resident Physician Delegate of the Illinois Delegation to American Medical Association (currently Alexander Harris, MD):

- a. The resident physician delegate member of the Illinois Delegation to the AMA shall serve as a voting member of that delegation and within the AMA House of Delegates.
- b. They must participate in all aspects of the Illinois Delegation, and must be able to attend the 2020 AMA annual and interim meetings being held respectively June 6-10 in Chicago, and Nov. 14-17 in San Diego, California.

Joint Duties of All Officers

- a. The Executive Committee shall execute the policies of the Governing Council and the Representative Assembly;
- b. The Executive Committee shall write/co-write at least one resolution in a given year;
- c. Each Executive Committee member must serve as a mentor to a minimum of at least one (1) mentee in a given year;
- d. Each Executive Committee member shall provide reasoning for missing any meetings;
- e. The Executive Committee shall coordinate the representative selection of ISMS-RFS delegates and alternate delegates to the ISMS House of Delegates.
- f. The Executive Committee shall coordinate the representative selection of AMA-RFS delegates and alternate delegates to the AMA-RFS annual and interim meetings; and
- g. The Executive Committee shall recommend to the ISMS Board of Trustees the removal of a resident/fellow council or committee member if the individual is delinquent in their duties or fails to represent the policy determined by the ISMS-RFS.

Note: All AMA RFS Officers & Executive Committee Members are expected to serve as members of the ISMS RFS Delegation to the 2020 annual (June 4-6) and interim (November 12-14) meetings of the AMA Resident & Fellow Section.