



E-Board Positions Description

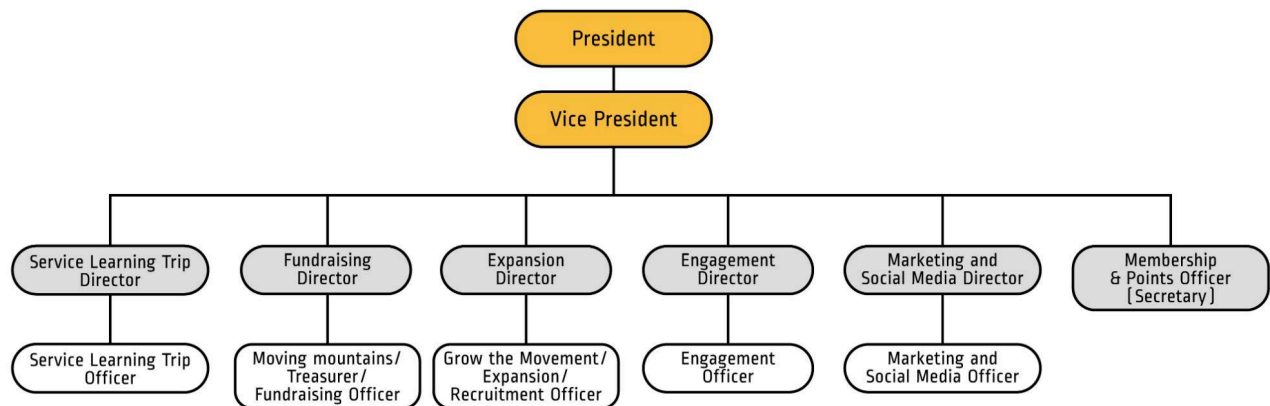
Joining a MEDLIFE Chapter E-Board opens up a world of advantages for you. Not only will you become part of a dynamic team, but you'll also enjoy significant perks that enhance your experience and professional journey:

1. **Access to Exclusive Service Learning Trip Discounts:** As an E-Board member, you'll enjoy special privileges, including substantial scholarships on our Service Learning Trips.
2. **Garner Recommendation Letters Based on Your Achievements:** Your dedication and achievements on the E-Board won't go unnoticed. We are committed to recognizing your efforts by providing personalized recommendation letters showcasing your leadership skills.
3. **Earn Service Hours through Participation in Service Learning Trips & Fundraising:** By taking part in our Service Learning Trips and contributing to fundraising efforts, you'll not only accumulate valuable service hours but also make a tangible impact on causes that matter.

Embrace these benefits and more by joining a MEDLIFE Chapter's E-Board. Your journey towards personal and professional development starts here.

Recommendations for E-Boards

- At least half of your E-Board should not consist of graduating seniors to ensure experience and leadership for the following year.
- While it is acceptable for current E-Board members to appoint qualified candidates to important positions (i.e. President, Trips Officer) for the following year, at least half of the positions should be democratically elected in order to give new students a chance to serve.
- Try to create subcommittees to cultivate leadership early on and to have support for officers/directors.





1. President

- Organize, lead, and facilitate the flow and progress of E-Board Meetings and General Body Meetings.
- Serve as the liaison between MEDLIFE HQ and the chapter and actively update about the chapter's progress and plans.
- Actively maintain communication with the Vice President in order to ensure that they strictly follow their duties, especially helping Fundraising and Membership officers.
- Be the face of MEDLIFE on campus.
- Lead the chapter toward the goals set forth by MEDLIFE HQ.
- Oversee and support the goals of all E-Board members, delegate tasks, and ensure they hit their own deadlines and goals.
- Create a final calendar of events with each E-Board member's or subcommittee's proposal.

2. Vice President

- Serve as the president in the absence of the President.
- Aid the President with organizing meetings and presentations.
- Reserve spaces for general meetings and events, set up and manage a (Google) calendar of events, and ensure that the meetings/events run smoothly.
- Oversee and support the goals and duties of the Social Media and the Expansion (recruitment) officers.
- Coordinate with other Chapters and other clubs on campus to plan collaborative events (Public relations). This includes but is not limited to recruitment and social events.
- Other duties agreed with the president.

3. Service Learning Trip Director/Officer

- Work with the President to define SLT location/dates and create a timeline for MEDLIFE trip preparation (Promotion, registration, logistics)
- Organize and lead trip meetings (SLT info sessions, registration meetings, Q&A, flight meeting, etc)
- Gather interested student's contact information and follow up on their interest/registration.
- Coordinate student registration and trip preparation.
- Coordinate SLT-related information with HQ
- Work with the Marketing & Social Media Director on creating content for SLT promotion, including PPTs, Social Media posts, Past SLT's videos, etc.
- Invite previous SLT participants to SLT info sessions (if possible)

4. Moving mountains / Treasurer / Fundraising Officer

- Organize Moving Mountains campaign and set up Give Lively Chapter page.
- Organize large-scale fundraising events and multiple smaller ones each semester for chapter activities and/or SLT funding.
- Seek school grant funding opportunities with the president.
- Ensure members understand all MEDLIFE SLT funding opportunities.
- Manage the Chapter's school and fundraising budget.
- Help organize meetings and aid members in club and individual fundraising. goals.



- Follow up on General Members' fees.
- Seek out other sources of funding, such as school grants and corporate sponsorships.

5. Grow the Movement / Expansion / Recruitment Officer

- Work with the President and E-Board members to create a timeline for recruitment activities (Visit classes, reach out to clubs, reach out to academic departments, tabling/flyering, coffee hours, etc).
- Create a list of potential clubs that MEDLIFE can reach out to partner up for collaboration such as (Invitation to the SLT, SLT promotion, fundraising events, workshops, etc).
- Coordinate with other clubs on campus to plan collaborative events (Public relations). This includes but is not limited to recruitment and social events.
- Coordinate with Chapter members and E-Board members to sign up for recruitment activities such as class visits, tabling/flyering time, etc (Each active member should do at least 3 hours of recruitment per year).
- Create, share with other Chapter members, and send email templates to clubs, and academic departments, to have a bigger outreach for recruitment.
- Research and identify new communities or organizations to work with
- Work with the President to create a list of local universities, rotary groups, and high schools to advocate MEDLIFE's goals and to encourage the creation of new Chapters.

6. Engagement Officer

- Gather member's feedback to define what kind of activities would be more engaging for members and other students.
- Plan with the president and organize regular meetings, activities, and workshops that encourage member interaction and foster a sense of community:
 - Leadership activities
 - Social events
 - Team bonding/building activities
 - Local volunteering
 - Educational Talks (MED Talks)
 - Personal and professional growth workshops
- Create opportunities for members to contribute to decision-making processes, enhancing their investment in the chapter's activities.
- Facilitate communication channels among members, ensuring they are informed, heard, and connected with each other (Monthly Newsletters)
- Recognize and celebrate member achievements and contributions, creating a positive and inclusive chapter culture.

7. Marketing and Social Media Officer

- Create a timeline of posts to present to the Co-Presidents & directors.
- Manages chapter social media accounts in various platforms (IG, TikTok, Snapchat, etc)
- Creates and publishes content to promote upcoming events (SLT, fundraising, informational events, etc), past event pictures, and chapter achievements through social media.
- Organizes lives and stories to promote the chapter and certain activities.



- Grow social media followers by requesting other school club pages and chapter members to share content on their social media pages.
- Creates and/or edits HQ flyers/posters and other advertising materials for promotion.
- Order and/or coordinate merchandising requests
- Engage with new followers and invite them to join the GroupMe chat! (Reach out to the ones that like the posts as well)

8. Membership & Points Officer (Secretary)

- Reserve spaces for general meetings and events, set up and manage a (Google) calendar of events, and ensure that the meetings/events run smoothly.
- Keep track of meeting attendance and members' points (if a point system exists)
- Actively maintain the chapter's listservs.
- Make sure all MEDLIFE HQ forms and activities reports are filled out.
- Support in creating agenda for GBMs.
- Record and send meeting (agreements) minutes to the Executive Board and general body.
- Support in PowerPoint preparation.
- Support all areas with creating emails (create a template or distribute the template created by other E-Boarders).

Feel free to add or combine positions as the Chapter grows. Once you have a well-established member base, Chapters should begin implementing subcommittees to engage more members in leadership roles.