E-Board Positions Description

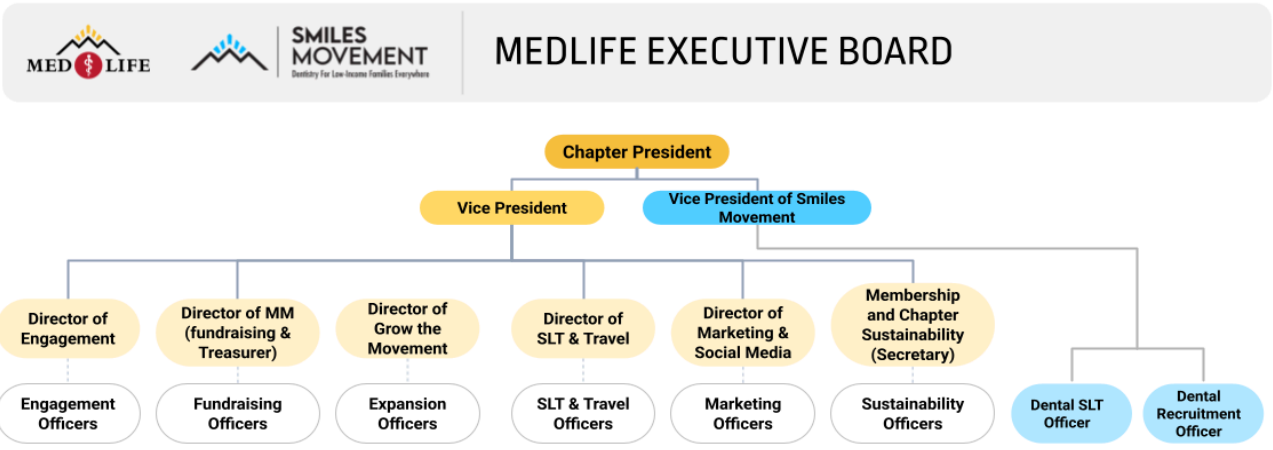
Joining a MEDLIFE Chapter E-Board opens up a world of advantages for you. Not only will you become part of a dynamic team, but you'll also enjoy significant perks that enhance your experience and professional journey:

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**

- Leads the chapter direction and focus
- Organizes E-Board / General members meetings
- Ensures all E-Board members meet their goals
- Acts as the main liaison with MEDLIFE HQ and represents the chapter on campus.

Find the **President's** detailed description **here**

2. **Vice President of MEDLIFE Movement**

- Assists the President and steps in during their absence
- Organizes events with the engagement officer
- Coordinates recruitment and collaborations with other clubs
- Supports the Social Media and Expansion officers.

Find the **Vice President's** detailed description **here**

3. **Service Learning Trip (SLT) Director**

- Leads SLT promotion strategy and efforts
- Manages SLT logistics and coordinates with HQ
- Organizes SLT-related meetings and promotional content.

Find the **SLT Director**'s detailed description **here**

4. **Moving Mountains/Treasurer/Fundraising Director**

- Leads fundraising efforts
- Coordinates MEDLIFE's fundraising campaign Moving Mountains campaign
- Manages the chapter's budget
- Seeks additional funding sources like grants or sponsorships.

Find the **Fundraising Director's** detailed description **here**

5. **Grow the Movement/Expansion/Recruitment Director**

- Leads recruitment efforts
- Works on expanding MEDLIFE's presence on campus through outreach activities.
- Partners with clubs

Find the **Recruitment Director's** detailed description **here**

6. **Engagement Director**

- Plans activities to build community and engagement
- Gathers member feedback
- Promotes leadership and growth opportunities through regular events, workshops, and social activities.

Find the **Engagement Director's** detailed description **here**

7. Marketing and Social Media Director

- Manages social media accounts
- Creates promotional content
- Engages followers
- Coordinates marketing efforts to promote chapter events and grow the chapter's online presence.

Find the **Marketing/Social Media Director's** detailed description **here**

8. Membership & Points Officer (Secretary)

- Tracks attendance and membership points
- Manages chapter communications
- Supports meeting logistics
- Ensures timely updates and reports to MEDLIFE HQ.

Find the **Secretary's** detailed description **here**

In case you include a **Smiles Movement Community** within your chapter:

9. Smiles Movement Vice President

- Leads the Smiles branch and is its voice on the E-Board.
- Sets semester goals and leads the Smiles officers.
- Main contact with Smiles Movement HQ and the Chapter Coach.
- Trains a successor before graduating.

10. Dental SLT Officer

- Runs dental events and prepares members for the trip.
- Plans at least two dental events per semester (workshops, talks, panels).
- Prepares SLT volunteers for the dental clinic in Peru or Ecuador.
- Shares pre-dental opportunities and gathers member feedback.

11. Dental Recruitment Officer

- Brings pre-dental students into Smiles and turns interest into SLT sign-ups.
- Runs Smiles tabling and presents at pre-dental groups.
- Partners with the pre-dental society and the chapter's Recruitment Director, and works with the chapter's social media lead to promote Smiles.
- Follow up with every interested student within one week.

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.