

LMSA Southwest Regional Board Positions





Co-Director

General

- Supervise all regional affairs
- Set the agenda and preside over all regional board meetings
- Represent LMSA Southwest as voting members at all national board meetings

Conference

- Secure contract with conference host
- Secure speakers and panelists
- Support CFO to secure sponsors and exhibitors



Co-Director Elect

General

- Assist Co-directors in management of all regional affairs
- Attend national meetings as alternate representatives as needed
- Plan and preside over annual House of Delegates meeting
- Serve as point of contact for chapter presidents

Conference

- Head subcommittee for regional conference
- Create conference prospectus with input from co-directors, co-conference chairs, and chief finance officer
- Assist with securing speakers and panelists
- Support CFO to secure sponsors and exhibitors



Chief Finance Officer

General

- Ensure board understands regional income sources and expenses
- Present end of year finance presentation and annual budget for smooth transition
- Solicit financial support from community organization, universities, small business etc.
- Create monthly balance sheets, profit and loss statements and bookkeeping
- File annual taxes and maintain 501(c)3 status

Conference

- Head subcommittee for regional conference



Chief Information Officer

General

- Maintain and organize current regional files
- Record minutes at regional meetings
- Advertise regional events on website calendar
- Disseminate information to all chapters

Conference

- Head subcommittee for regional conference



Chief Development Officer

General

- Recruit new regional LMSA and LMSA Plus chapters
- Foster mentorship between LMSA and LMSA Plus chapters
- Assist Program Chair with student panels, workshops etc. based on chapter requests

Conference

- Head subcommittee for regional conference



Co-Conference Chairs

General

- Empower entire region to join and be active through research, community service and networking

Conference

- Oversee annual regional conference planning
- Execute terms of conference contract
- Support CFO to fulfill fundraising responsibilities regarding sponsors and exhibitors
- Assist with securing speakers and panelists



Public Relations Chair

General

- Act as spokesperson for LMSA Southwest for outside organizations
- Keep chapters updated about regional board activities
- Maintain all social media accounts and website with current information and graphics

Conference

- Head subcommittee for regional conference
- Design and distribute materials to advertise for regional conference



Regional Program Chair

General

- Organize panels for pre-med and current medical students
- Record and publish at least three podcasts
- Reach out to potential speakers and collaborators
- Recruit individual members to assist with programming, video/audio editing, fliers and infographics

Conference

- Head subcommittee for regional conference



Service Chair

General

- Organize annual summer project to foster connection between regional board
- Organize annual winter project “Christmas at the Border”
- Act as resource for regional chapters to create service projects
- Explore new opportunities for partnership with outside organizations

Conference

- Head subcommittee for regional conference



Policy Chair

General

- Point of contact for regional policy proposals
- Host virtual Policy 101 sessions to teach members to write resolutions
- Write or support regional members in writing resolutions for the LMSA Policy Summit
- Assist national and regional policy chairs in planning LMSA Policy Summit
- Attend national policy meetings and communicate updates to the regional officers

Conference

- Head subcommittee for regional conference



Regional Volunteer Committee

General

- Open to any individual LMSA or LMSA Plus member
- Serve as “extra set of hands” for various projects throughout the year depending on personal availability

Conference

- Opportunity to take over specific tasks based on expressed interest