Association of Minority Biomedical Researchers (AMBR)
Roles and Responsibilities

Role/responsibility of the President:
*Maintain contact with national organizations (i.e. BGSA, SACNAS)*
Plan and call for officers meetings
Obtain appropriate facilities for meetings
Obtain prior approval of the aforementioned activities from organization advisors (Dr. Bean and Dr. Wilson)
Generate and distribute agendas
Collect organization mail from the advisors or wherever mail is received
Responsible for pick-up and clean-up of food deliveries
Check Google Drive every Tuesday for digital flyers and essential announcements
Attend recognized student organization meetings (i.e. GSA)
Coordinate educational and social activities for the organization
Coordinate organization recruitment efforts
Represent organization at official functions
Remain fair and impartial during organization decision-making processes

Role/responsibilities of the Treasurer:
Keep all financial records of the organization
Pay organization bills (email/give to Dr. Wilson)
Prepare and submit financial reports to the members
Prepare all budget requests for funds
Prepare and file any report required
Submit list of event attendees to organization advisors (Dr. Bean and Dr. Wilson)
Responsible for food and beverage orders
Responsible for pick-up and clean-up of food deliveries
Check Google Drive every Tuesday for digital flyers and essential announcements
Attend recognized student organization meetings (i.e. GSA)
Coordinate educational and social activities for the organization
Coordinate organization recruitment efforts
Represent organization at official functions
Remain fair and impartial during organization decision-making processes
Role/responsibilities of the Media Relations Coordinator:
Publish and distribute a quarterly organization newsletter
Communicate with Communications Specialist (Tracey Barnett) for event announcements at the Essential
Work closely with the Secretary to provide the most updated and current information in the newsletter and essentials
Create figures/images that will be used in the newsletter
Works with Institutional Communications Specialist (Tracey Barnett) and IT Specialist (Michael Valladolid)
Obtains prior approval for posts, pictures and images that consist of information and/or images about outside vendors, events, and activities
Upload any digital flyers and essential announcements to Google Drive Tuesday morning
Responsible for pick-up and clean-up of food deliveries
Coordinate educational and social activities for the organization
Coordinate organization recruitment efforts
Attend recognized student organization meetings (i.e. GSA)
Represent organization at official functions
Remain fair and impartial during organization decision-making processes

Role/responsibilities of the Secretary:
Keep a record of:
- members of the organization
- activities of the organization
- post-doc mentors of the organization
- mentorship agreements
Keep agendas and minutes for each meeting of the organization
Notify all members of meetings
Prepare organization's calendar of events
Handle all official correspondence of the organization to organization advisors (Dr. Bean and Dr. Wilson)
Coordinate organization elections together with the Media Relations Coordinator
Responsible for pick-up and clean-up of food deliveries (all officers)
Check Google Drive every Tuesday for digital flyers and essential announcements (all officers)
Attend recognized student organization meetings (i.e. GSA)
Coordinate educational and social activities for the organization (all officers)
Coordinate organization recruitment efforts (all officers)
Represent organization at official functions (all officers)
Remain fair and impartial during organization decision-making processes (all officers)
Role/responsibilities of the Event Coordinator:
Responsible for photo documentation of group meetings, events and activities
Uploading aforementioned pictures to Google Drive
Maintain organization website and Facebook
Ensure that all organization-related information on the aforementioned pages is current and up-to-date
Gather food options and quotes for events, work with the treasurer to finalize and place food order
Create and distribute Facebook invitations for events
Contact post-doc mentors for events (as necessary, including recruitment of post-docs for mock candidacy exams)
Responsible for pick-up and clean-up of food deliveries
Check Google Drive every Tuesday for digital flyers and essential announcements
Coordinate educational and social activities for the organization
Coordinate organization recruitment efforts
Attend recognized student organization meetings (i.e. GSA)
Represent organization at official functions
Remain fair and impartial during organization decision-making processes