



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. Kim and Cheryl Spitzenberger)
- 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 Cheryl Spitzenberger)
- 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. Kim/Cheryl Spitzenberger)
- 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 GSBS Communications Specialist (Tracey Barnett) for event announcements in the **Essential**

Work closely with the Secretary to provide the most updated and current information in the newsletter and the Essential

Create figures/images that will be used in the newsletter

Work with GSB Communications Specialist (Tracey Barnett) and IT Specialists (Michael Valladolid and Michael Orlando)

Obtain 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. Kim/Cheryl Spitzenberger)

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