



Texas A&M University
Pre-Medical Society
Officer Handbook

Updated May 2021

By applying for and accepting an officer position for the Texas A&M Pre-Medical Society, you are acknowledging and agreeing to the expectations outlined in this document for all officers and the specific responsibilities of your officer position.

Part I : Officer Expectations

ATTENDANCE:

Officer attendance at all society functions is very important. By participating, you will be leading by example and will encourage member involvement. You are expected to attend all events.

- General Pre-Med Society Meetings (**ALL**)
- Officer Meetings (**ALL**)
- ECHO Meetings (**ALL**)
- Society Socials (**ALL**)
- Community Service Events and Intramurals (**Attend Regularly**)

If you have a conflict come up that will result in you missing an event where your attendance is expected, please inform the Society president and discuss the situation.

DRESS CODE:

As a pre-professional organization, each officer should project an image of a refined, educated, and interested individual who is serious about a career in medicine.

- General Pre-Med Society/ECHO meetings: Dark Colored (Black or Grey) slacks, Officer Polo, and name tag
- Officer Meetings – Casual, no dress code requirements
- Socials – Dress appropriately for event
- Community Service Events – Pre-Med Society T-Shirt
- Intramurals – Pre-Med Society T-Shirt

Please be mindful that you are representing Texas A&M Pre-Medical Society and our university when wearing Society attire.

PROFESSIONALISM:

As an officer, you are expected to represent the organization in a courteous, professional manner. It is imperative that your actions reflect positively on the society.

- Introduce yourself to speakers
- Thank speakers
- Approach members, introduce yourself, and speak with them
- Dress appropriately

- Anticipate problems
- Pay attention to speakers during meetings
- Have a positive outlook on the event at hand
- Remember that you represent the Texas A&M Pre-Medical Society and TAMU at all times

CONFIDENTIALITY:

Some of the items discussed as an officer are of sensitive nature. You should respect the society and the members by keeping matters discussed within the officer team confidential.

- Officer Meeting Discussions
- Financial Status
- MCAT Prep Scholarship Status
- Member's Personal Questions
- Philanthropy Committee Applications
- MCAT Prep Scholarship Applications
- Officer Applications

OFFICER – MEMBER INTERACTION:

It is important that all officers have meaningful interactions with the members. Many members have important questions and useful suggestions for the society as a whole; however, many members are shy. In order to create unity and truly get to know society members, officers are responsible for initiating conversations.

- Greet members at the door
- Converse with members
- Be available before and after meetings to answer questions
- Return members' phone calls, emails, and text messages promptly
- Be approachable on campus or outside of meetings (ALWAYS represent the society)
- Keep members informed using the Society listserv, GroupMe, and Cad newsletter

ACADEMICS:

Each officer is required by the Constitution to maintain satisfactory academic achievement.

- 3.0 cumulative Grade Point Average (GPA)
- In good standing with the university

Part II : Officer Duties and Guidelines

PRESIDENT:

Duties

- Preside over all officer meetings and general pre-medical society meetings
- Prepare agendas for the meetings
- Ensure that other officers perform their duties
- Prepare and distribute weekly update email for the Society
- Communicate with advisors
- Attend all Society events
- Oversee Society business
- Coordinate the activities of officers in order to ensure maximum member involvement in Society activities
- Schedule general meeting locations
- Purchase officer polos and name tags

Guidelines

The success an organization enjoys is due largely to the abilities of its President. As President, you must implement a unique blend of demands and compromise. It is imperative that you lead by example and ask no officer to do something that you yourself would not do. Aside from motivating and delegating assignments to officers, the President is also obligated to interact extensively with members. Your presence should put members at ease and encourage their involvement in meetings and the Society as a whole. As President, it is your responsibility to take charge and propel the Society toward its goals.

VICE – PRESIDENT:

Duties

- Assist the president
- Perform duties of President in the President's absence
- Prepare meeting room with necessary equipment
- Schedule speakers
- Communicate with speakers on behalf of the Society
- Send thank you notes to speakers
- Introduce speaker at meetings
- Manage relationships with MCAT Prep Partners
 - Ensure our contractual obligations are fulfilled
 - Renew contacts when needed
 - Maintain records of contracts and scholarships/discounts provided
- Manage MCAT Prep Scholarship Program

Guidelines

The vice president has one of the most important jobs within the Society: scheduling the speakers. Physicians are often very busy and on call; therefore, it is often difficult to find speakers that have accommodating schedules and who are willing to sacrifice personal time to come and speak. When arranging for a speaker, it is important to provide them with at least four weeks of advanced notice, the desired presentation length, the meeting time, date, and location, and background information about the Society's members. As vice president you should also provide the speaker with an outline of possible topics to present so that Society members can benefit the most from the meeting. Members are often interested in the following topics regarding physicians: work schedule, salary, schooling, reason for going into medicine, family life as a physician, specifics about their particular specialty, and advice for pre-med students. It would be important to note that their speech is by no means limited to these topics; the topics simply provide a foundation for building a speech. Slideshows are welcomed, and widely appreciated.

You will also be responsible for keeping track of Society scholarships. Every year, the Society gives out several MCATPrep scholarships. Our current MCAT Prep Partners include Kaplan, Blueprint, and Altius. It is your responsibility to meet with representatives from these companies each year in order to ensure their donations. You should also keep records of these scholarships distributions and create certificates, which will be presented to recipients.

TREASURER:

Duties

- Collect dues
- Pay bills
- Work with President to purchase officer polos and name tags
- Oversee monetary transactions
- Prepare budget
- Keep updated Society information at MSC SOFC
- Collect receipts and reimburse officers
- Maintain Society ledger

Guidelines

As Treasurer, it is pivotal that you keep an accurate record of finances. You must keep in mind that Society money is provided by members through dues and should be used with discretion. All checks must be cosigned with the society advisor. You should also reimburse officers who have used their personal finances for society use. This can be done by collecting their receipts, getting them approved by the advisor, and filing them with the MSC Student Organization Finance Center.

At meetings, it is also your responsibility as Treasurer to collect membership dues. This should be done before and after each meeting. This means you should arrive at the meeting site early and have change in order to accommodate members. Membership dues can also be paid

through the Society Marketplace, so the treasurer is responsible for monitoring due payments there as well.

The Treasurer has the important role of coordinating with the Student Organization Finance Center, who oversees all account activity. Organization is vital and will lead to success as Treasurer.

SECRETARY:

Duties

- Take minutes at officer and general society meetings
- Produce the Society newsletter, *The Caduceus*, for each meeting. For in-person meetings, the secretary should provide printed copies of *The Caduceus* for members.
- Distribute information regarding academic opportunities and programs
- Produce a list of OPSA workshop and MCAT dates
- For in person general Pre-Med Society meetings, the Secretary is responsible for providing the food. If the secretary is unable to perform this duty for some reason, such as not having a car, this duty can be delegated to another officer as agreed upon by all members of the officer team.
- Serve on Merchandise Committee

Guidelines

The secretary has an important job, as you are required to produce *The Caduceus* for every meeting. This can be done with Microsoft Publisher software. *The Caduceus* should include this information: a calendar of all meetings and events, a summary of the last meeting, a short introduction for the upcoming speaker, announcements about dues, shirts, socials, ECHO meetings, community service projects, membership status, and any other pertinent information for members to know.

As Secretary, you will also provide members with class registration advice. The secretary will compile a document of professor reviews and input from members/officers to be distributed to society members.

The Secretary is also responsible for informing members of any academic opportunities. This includes scholarships, research opportunities, and summer programs. It is important that you make informational handouts regarding these topics in order to maximize society member involvement.

MEMBERSHIP DIRECTOR:

Duties

- Keep track of attendance
- Track points and member status
- Prepare bi-weekly update on attendance numbers

- Maintain an official member roster
- Create banquet certificates
- Maintain the Society listservs
- Maintain the Society GroupMe
- Collect membership forms and monitor dues payments with Treasurer
- Manage distribution of Society t-shirts and other merchandise as needed
- Serve on Merchandise Committee

Guidelines

The Membership Director is responsible for keeping track of member participation. Since membership status, officer selections, and other prizes are often based on these point totals, it is vital that they be accurate and up to date. You should also have sign in sheets (virtual or physical) at all meetings as well as any other Society functions. Member attendance is the backbone of our Society and it is important to properly reward those who participate.

The Membership Director is also responsible for making the banquet certificates. All members who achieved a recognized status within the Society are entitled to a certificate of merit. You will design and print the certificates so they can be distributed the night of the banquet.

As Membership Director, you are also responsible for obtaining point sheets from other officers. You must take the initiative to gain possession of the point sheets from the bevy of officers such as the Philanthropy Chair and the Community Service Chair.

To keep other officers aware of the membership status of the society, the Membership Director will create a short report for updating purposes. The Membership Director is also responsible for maintaining the listservs (both general and officer). This includes maintaining the proper integrity of the listservs by adding/deleting people from it as well as ensuring proper security of it.

EVENTS COORDINATOR:

Duties

- Plan and prepare social events
- Plan the annual banquet
- Contact medical schools for field trip opportunities
- Ensure risk management on trips
- Organize all aspects of field trips

Guidelines

The Pre-Medical curriculum is very demanding. Students must spend a vast amount of time studying for tests and preparing for labs. For some, this taxing schedule makes meeting people with similar interests difficult. The purpose of the society Events Coordinator is to provide members with the opportunity to relax and meet others with similar interests. The social events should be well thought out and planned in advance so that they can be advertised with

enthusiasm. Most socials should involve food for the members, as well as a fun activity. Many entertaining social events may include potential dangers; however, with the proper paperwork and risk management implementation, these activities can commence without creating a problem.

You are also responsible for organizing the annual Pre-Medical Society banquet. At this event, the outstanding involvement of the members is awarded and the upcoming year's officers are announced. The banquet should be held at a place which can serve and accommodate approximately 60 guests. You must make a program, choose menu items, and buy door prizes that will be given out at the banquet. Keep in mind that reservations for such an event must be made at the beginning of the semester that it is to be held.

One of the most important roles of the Events Coordinator is planning the society field trips. Our members will be provided with the opportunity to go on two field trips per school year. While organizing these events, it is imperative that you fill out the proper paperwork and have reliable accommodations. Things such as hotel rooms, van rentals, and restaurant reservations should be made well in advance in order to ensure a smooth and worry-free event. Since trips require a great deal of advanced planning, you should have members sign up and commit to attending well in advance.

HISTORIAN:

Duties

- Create Pre-Medical Society scrapbook
- Ensure pictures are taken at all general meetings and all other events
- Maintain and update the large display trifold
- Produce a slideshow for the annual banquet
- Manage and coordinate Society intramural sports
- Serve on Merchandise Committee

Guidelines

The Historian shall be responsible for the creation and maintenance of the Pre-Medical Society's scrapbook. The Historian is also responsible for the display and maintenance of the Pre-Medical Society's large display trifold to be displayed at functions participated in by the society.

The Historian shall ensure pictures are taken of the speaker, the members, and officers at every general meeting, or other function participated in by the Society. The Historian is responsible for relaying pictures taken at events to the Technology Chair for posting on the website.

It is also the Historian's responsibility to produce a slideshow for the annual banquet of pictures that have been taken throughout the last year. This includes arranging for the appropriate equipment to display such a slideshow.

The Historian is also in charge of intramural sports for the Society. This includes signing up the Society, stimulating member involvement, being present and organizing the team on all game days, and tracking the society's progress throughout the season.

PHILANTHROPY CHAIR:

Duties

- Responsible for all aspects of the Society's involvement in regards to our philanthropy
- Have at least one fundraiser event each semester
- Create and direct a committee made up of members to assist you in your activities
- Set attainable goals for fundraising
- Provide biweekly updates of progress to officers and the Society

Guidelines

The Philanthropy chair shall choose a medically related cause to support throughout the entire academic year. For many years now, we have continued to support the Alzheimer's Association. The goal is to not only get the members of the Society involved but the entire A&M family including students and faculty, as well as the Bryan/ College Station community. To assist in such a task it is recommended that a separate committee made up of members be created. The Philanthropy Chair is responsible for organizing applications and interviews for the committee as well as presiding over the committee throughout the year. There should be two main fundraising events put one by the Society, one each semester, targeted at raising not only money, but awareness toward the chosen cause.

COMMUNITY SERVICE CHAIR:

Duties

- Coordinate all weekly community service activities
- Organize at least two community service projects per semester
- Provide members with a list of service opportunities
- Track member involvement in service opportunities

Guidelines

Community service plays a pivotal role in any student's medical school application. It is your responsibility to provide the members with the opportunity to undertake an ample amount of service in a variety of genres. The Community Service Chair will be responsible for organizing weekly community service opportunities as well as at least two community service events per semester.

TECHNOLOGY CHAIR:

Duties

- Maintain Society website – aggiepremed.com - keeping it completely updated

- Maintain Society email account
- Maintain Society social media accounts
 - Instagram (@tamupremed)
 - Twitter (@aggiepremed)
 - Facebook (Texas A&M Pre-Medical Society/@aggiepremed)
- Forward emails to their appropriate recipients
- Register and/or maintain domain name
- Post all necessary content, including pictures, on the website

- Serve on Merchandise Committee

Guidelines

The Technology Chair is responsible for maintaining and updating the Society's website. It is extremely important that all information displayed on the website be accurate. Many of the members and potential pre-meds use the website for key information. For instance, members often use the calendar when noting the meeting times and locations; therefore, incorrect information can result in members missing meetings or showing up at the wrong meeting location.

Answering Society e-mail is also an important duty of the Technology Chair. It is vital that you answer emails promptly. If a question is asked that you do not know the answer to, forward the email to the officer or to our advisor whose realm the question pertains; however, all basic questions should be answered by you.

The domain name is to be maintained by the Technology Chair and updated when necessary. The Technology Chair is also responsible for uploading all documents onto the Society website, such as updated points spreadsheets and Membership forms.

MERCHANDISE COMMITTEE:

Merchandise committee should be composed of the following officer positions:

- Membership Director
- Historian
- Secretary
- Technology Chair

Duties

- Design annual member t-shirt
- Propose new merchandise ideas and designs

Guidelines

The Merchandise Committee is responsible for designing the annual Society t-shirt. This process should take place over the summer so that the t-shirt design is ready to be ordered prior to the first meeting of the academic year. The final t-shirt design should be submitted to the officer team for approval.

The Merchandise Committee is responsible for proposing new merchandise ideas and creating designs. Past merchandise examples include fleece jackets, sweatshirts, hats, and stickers.