NATIONAL PRESIDENT
Job Description and Task List

Description: The National President needs to be a true leader in every sense of the word. He/She must lead, support, motivate, and be there for all of his/her peers whom he/she was chosen to represent. He/She must create a sense of unity built on a strong foundation of what the Association's main goals and principles are in order to create a sincere enthusiasm and dedication for them. He/She must be determined and confident in this position and how it fits into his/her personal osteopathic medical career as it requires daily time and effort in order to run the Association efficiently and successfully.

The Specific Roles of the Soma National President:

1. Leadership and Guidance
   a. He/She must lead general SOMA members according to the Constitution and Bylaws and must be well versed in this regard. (Please refer to the Constitution and Bylaws for Presidential Duties as well.)
   b. He/She must provide guidance in terms of the National Association and follow through on regional and local levels as well.
   c. He/She must be in attendance representing National SOMA at osteopathic medical or health care association meetings and give presentations on SOMA's behalf. If he/she can not attend some functions, the National Vice President or a suitable national officer replacement shall be chosen with a briefing from the President.

2. SOMA Foundation
   a. He/She is a current member of the SOMA Foundation and also later as the Past-President of National SOMA.
   b. He/She must perform all Foundation responsibilities determined by the Chairman and the other Directors.
   c. He/She should be the communication link between National SOMA programming and the Foundation at all meetings of both boards.

3. Fundraising
   a. He/She must be actively involved with the pharmaceutical and corporate sponsors of SOMA in order to gain funding for the organization.
   b. He/She should always try to establish new routes of fundraising and work closely with the Foundation and other national officers that participate in this area to secure means for SOMA programming, conventions, etc.

4. Responsibilities
   a. He/She must keep in close contact with the national officers to be the communication link and the ultimate resource for general members on any SOMA concerns or topics.
   b. He/She must review and oversee all of SOMA's undertakings by anyone within the Association and take responsibility for them.
c. He/She must be able to direct general members to appropriate contacts and officers when inquiries about SOMA are made.
d. He/She should establish contacts at all meetings where he/she represents SOMA and refer them to the appropriate programming chairman.

5. Miscellaneous
   a. He/She must cover the duties and responsibilities of all of his/her officers and fill in upon failure of their efforts.
   b. He/She must do this job daily and communicate with the National Office Administrator to coordinate daily activities.
1. Communicate weekly with the National President.
   a. Assist the National President with any and all duties/tasks/programs he/she deems necessary.

2. In the absence of the National President, the National Vice President shall act as the Interim-President and assume the duties of the President, including the duty of Chairman of the Board of Trustees.

3. Serve as Speaker of the House of Delegates by:
   a. Appointing, if necessary, a Parliamentarian for National SOMA to assist with conducting the House of Delegates sessions according to the SOMA Process and Robert's Rules of Order Revised.
   b. taking roll call at each House of Delegates meeting to confirm that the appropriate voting delegates, alternates, and/or proxies are represented from each chapter.
   c. sending the form for submitting voting delegate names to each school two months prior to each National Convention. Call each Chapter President six weeks prior to each convention to remind them to, or confirm that they have submitted the form. Maintain contact with the National Office to confirm that each chapter has submitted the form no later than thirty days prior to each convention.
   d. submitting a report, within two weeks after the convention, that summarizes the results of the House of Delegates session; including all resolutions passed and defeated and all resolutions that amend the Association's Constitution and Bylaws and/or SOMA Process.
   e. becoming very familiar with the Association's Constitution and Bylaws, and SOMA Process, as well as Robert's Rules of Order Revised.
   f. establishing the order of business (agenda) for the House of Delegates with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation.
   g. designating a Vice Speaker of the House of Delegates, if necessary, to assist with the direction and control of the floor of the House of Delegates.
   h. assisting the Election Committee in conducting elections during the National Conventions.
   i. updating the Association's Constitution and Bylaws and/or SOMA Process within one month of each National Convention.
4. Appoint the members of the House of Delegates Reference Committee and Election Committee. The Speaker of the House of Delegates shall act as Chairperson of each committee or appoint the Vice Speaker to do so. The Chairperson shall educate the committees as to the resolution writing process and election guidelines, and if necessary refer them to the appropriate sections of the Association's Constitution and Bylaws and/or SOMA Process.

5. Ensure that the completed resolutions get typed and printed for the House of Delegates.
   a. Supervise all aspects of the election of National Officers.

6. Educate each Regional Trustee on how to run regional elections for the positions of Regional Trustee at each Regional Meeting.

7. Serve as a Director of the SOMA Foundation.
   a. Attend all Foundation meetings and functions.
   b. Assist the Foundation Chair with any and all activities he/she deems necessary.

8. Serve as a voting member of the Board of Trustees (when not acting as Interim-President).

9. Serve as an Ex-Officio Member of all National SOMA committees and make every effort to attend, or send a representative to meetings that occur during the scheduled conventions.

10. Prepare and amend the agenda for each National Convention with recommendations from the Board of Trustees, the Convention Coordinator, and the SOMA Foundation Chairman.

11. Attend the AOA House of Delegates meeting.

12. Represent SOMA at national meetings of the AOA, Consortium of Medical Student Leaders, and any other meetings the National President deems necessary.

13. Keep updated records of all task lists for each national position and update job descriptions/task lists as you deem necessary.

14. Assist the National President with the development of, and communication with, any and all Affiliated Societies.

15. Submit monthly newsletter reports.
NATIONAL TREASURER
Job Description and Task List

1. Represent National SOMA's financial interests internally and externally.

2. Work closely with the National President and the Foundation Chairman.

3. Serve as a voting member of, and attend all meeting of, the Board of Trustees and the SOMA Foundation Board of Directors.

4. Serve as Treasurer of the SOMA Foundation.

5. Oversee the financial actions of the Association by monitoring all expenses and revenues.
   a. Responsible for all check writing and reimbursements.
   b. Work directly with the publishers, distributors, and advertisers of the newsletter.
   c. Provide the financial statement for the Annual Report.

6. Oversee and monitor the financial well being of the SOMA journal, the newsletter, and the SOMA Foundation.

7. Responsible for choosing and working with a tax accountant, keeping SOMA IRS records, and maintaining SOMA's good tax record.

8. Keep an accurate record of all contact and correspondence with the tax accountant in order to assist in a smooth transition.

9. Work directly with the Corporate Advisory Board of the SOMA Foundation.

10. Work directly with the various representatives of the pharmaceutical companies that work closely with SOMA.

11. Enforce all fines established by the Association.

12. Approve all expenditures, over $100 or over budget limits, along with two other members of the Board of Trustees.

13. Assist local Chapter Treasurers with their budgets and treasury issues.

14. Chair the Finance Committee.

15. Formulate the National Budget for the Association and the SOMA Foundation and submit it for approval at the mid-year meeting of the Board of Trustees.
REGIONAL TRUSTEE
Job Description and Task List

Description: The Regional Trustee represents the designated Chapters in his/her Region as a member of the Board of Trustees and serves as the coordinator among those schools, according to Article VI, Section 5 of the Association’s Constitution and Bylaws.

1. Communicate monthly with every Chapter in your Region.
   a. Call all Chapter Presidents and National Liaison Officers in your Region to provide guidance, information, and transitional support for the new officers as needed
   b. Create a Regional Newsletter informing Chapters of national events as well as local events at individual schools in order to share ideas and possibly allow students to attend events at other nearby schools.
   c. Collect a monthly report from each Chapter, written or verbally, and submit local Chapter updates to the Region webpage on StudentDO.com
   d. Maintain the Region webpage with pictures and updates, and encourage the Chapters to reference the page to get programming and planning ideas from other schools.
   e. Submit newsworthy events (text and pictures) directly to the National Newsletter Editor for inclusion in the upcoming journal.

2. Be aware of the individual needs of each Chapter in your Region, i.e., in regard to small town vs. big city; small membership vs. large membership; acceptance of SOMA on campus; administrative requirements for an organization at each campus; etc.
   a. Work closely with those Chapters that may need added attention towards improving membership, fundraising and programming.

3. Facilitate with elections of local officers at each school in your Region. Be sure they are on time and in accordance with the Association’s Constitution and Bylaws and/or SOMA Process.

4. Aid Chapters in implementing National programs and policy as well as in setting up local Boards (emulating the National Board).

5. Relay information on Special Events (Special Olympics, National Osteopathic Medicine Week, etc.) from the National Board to the local Chapters.

   a. Be sure Chapters submit membership lists, dues, and any officer or membership name and/or address changes to the National Office.
   b. Be sure each of your Chapters is represented at the National Conventions.
c. Be sure Chapters submit President/NLO reports, room registrations, and convention registration forms to the appropriate officers and on a timely basis.

7. Assist Chapters with fundraising.
   a. Provide successful fundraising ideas and implementation guidelines and a forum for exchanging such ideas with each Chapter.

8. When possible, organize Regional educational or social events in order to facilitate relationship with and maintain SOMA spirit among the local Chapters.

9. Communicate any needs of any Chapter in your Region to the appropriate National Board member as soon as possible.

10. Act as a voting member of the SOMA Board of Trustees.
   a. Attend all Board of Trustee meetings, specifically at the National Conventions and at interim teleconferences.
   b. Represent constituents at all voting of the Board of Trustees.
   c. Shall be responsible for recording the proceedings of the Board of Trustees and the National Board and, if necessary, for the House of Delegates.

11. Work with the Board of Trustees and the President's Advisory Cabinet to assist in communication with your local Chapters.

12. Coordinate and chair the Regional Conclaves at the National Conventions.
   a. Ensure that the Chapter Presidents, NLO’s, and other delegate members are present.
   b. Manage funds appropriated by National SOMA for your Regional Conclave.
   c. Issue invitations to special guests including, but not limited to: local school administrators, contributing drug representatives, the National President and other Board of Trustee members, guest speakers, etc.
   d. Send thank you letters to the appropriate people or companies on behalf of the local Chapters and National SOMA.
   e. Submit a Regional meeting report to the National Newsletter and a summary with pictures to the Editor of the newsletter for inclusion in the next issue.
FOUNDATION CHAIR
Job Description and Task List

Basic Functions:

1. To uphold the objectives of the SOMA Foundation.

2. To establish long and short-term goals that are aimed to accomplish the objectives of the SOMA Foundation.

3. To establish and maintain superior communication with:
   a. SOMA Foundation members;
   b. Potential members of the SOMA Foundation;
   c. The SOMA National President, the SOMA Board of Trustees and the remainder of the SOMA National Board;
   d. The SOMA National Administrator;
   e. Other Foundation officers;
   f. The executive officers of osteopathic foundations, associations, hospitals and affiliated societies;
   g. Corporations and other potential benefactors.

4. To raise funds for the SOMA Foundation and SOMA’s affiliated programs.

5. To oversee affiliated program proposal development and promotion.

6. To oversee the establishment and continued activity of the Corporate Advisory Board (CAB) and to relate Foundation progress to these groups.

7. To act as a meeting chairperson for the CAB.

8. To act as official spokesperson and inspirational leader for the SOMA Foundation and take part in important monitoring and evaluation of organizational performance.

9. Writing of motivational updates to be published in the newsletter.

10. Attend all SOMA meetings and receive all Foundation information.

11. To act as master of ceremonies and to conduct presentation of honors and non-scholarship awards at the annual SOMA Foundation reception.

12. To act as a voting member of the SOMA Board of Trustees.

Duties and Responsibilities:
Within the limits of the SOMA Foundation’s Bylaws and policies, the Chairman is responsible for accomplishing the duties set forth below:

1. To develop, carry out and evaluate the objectives, long term and short term goals, and create a timeline from which to fulfill duties with the SOMA Foundation before the mid-year meeting in July.

2. To develop, execute and evaluate all general SOMA Foundation meeting preparations such as agendas, invitations, facilities and informational materials at least one month prior to each meeting.

3. To develop, execute and evaluate all SOMA Foundation CAB meetings including agendas, invitations, facilities and informational materials at least one month prior to each meeting.

4. To monitor the SOMA Foundation Director and supervise his/her initial contacts, membership promotion, follow-up calls, donation collections, membership benefits, and continued communications.

5. To develop, edit and distribute the SOMA Foundation newsletter (printed biannually) to the General Membership and the SOMA National Board on a timely basis.

6. To ascertain or develop, carry out and evaluate a sales and marketing plan to promote the SOMA Foundation’s program increase funding. Sales and marketing plans will be evaluated at each meeting by the Board of Trustees.

7. To supervise the SOMA Foundation Associate Director of Grants in his/her review, revision and development of program proposals and help promote these proposals along with the program Director/Coordinator to interested parties. Each proposal should be reviewed by SOMA Foundation Chair at least once a year.

8. To receive and incorporate advice from the following individuals and relate this information to the SOMA Foundation officers:
   a. SOMA National President
   b. SOMA National President Vice President/Speaker of the House
   c. SOMA National/Foundation Treasurer
   d. SOMA Newsletter Editor
   e. SOMA Foundation Citizen Seats
   f. SOMA Foundation CAB
   g. SOMA Administrator
   h. American Osteopathic Association
   i. American Osteopathic Foundation

**Relationships:**
1. Establish strong and trusting relationships with the SOMA Foundation Board of Trustees and program Director/Coordinators through personal telephone calls, letters, meetings and newsletters on at least a quarterly basis.

2. Establish a strong personal and working relationship with the members of the CAB through personal telephone calls, letters, meetings and newsletters on at least a biannual basis.

3. Seek out and establish strong personal and working relationships with SOMA Foundation members through personal telephone calls, letters, meetings and newsletters that will follow the marketing and strategic plans of the SOMA Foundation.

4. Establish and perpetuate working and personal relationships with the National SOMA membership and National Board.

5. Establish strong personal and working relationships with the various leaders of the osteopathic medical profession including leaders from other foundations, especially the American Osteopathic Foundation; student groups; Deans, Directors of Medical Education; pharmaceutical companies and other corporations and associations through personal telephone calls, letters, meetings and newsletters on a basis that will promote the SOMA Foundation and the osteopathic medical profession.
FOUNDATION DIRECTOR
Job Descriptions and Task List

1. Help the Foundation Chair organize the Foundation activities and goals for the year prior to the July meeting

2. Help the Foundation Chair develop an agenda for the following meetings: Corporate Advisory Board (CAB) and the Board of Trustees

3. Help the Foundation Chair develop and produce SOMA Foundation brochures and promotional material

4. Help the Foundation Chair review proposals for educational and philanthropic programs

5. Oversee the finances of the SOMA Foundation in conjunction and the American Osteopathic Foundation

6. Help the Treasurer regulate the budget and submit the Annual Report to the SOMA Foundation for publication two months prior to all SOMA meetings.

7. Act as Foundation liaison in recruiting potential benefactors

8. Write motivational Foundation updates to be published in the SOMA Newsletter

9. Attend all Foundation meetings and receive all Foundation correspondence

10. Prepare yearly tax statements in conjunction with the SOMA National Treasurer, the SOMA Administrator, and a Certified Public Accountant

11. Send Foundation membership recruitment packets biannually to SOMA alumni, osteopathic state associations, osteopathic schools and practice and non-practice affiliates

12. Maintain extensive correspondence with Foundation members by letter, phone and email

13. Receive logs of grant donors, scholarship contributors and scholarship winners, with special attention to the Medical Education Scholarship recipients

14. Submit all logs of Foundation members, grant donors, scholarship contributors, and scholarship recipients to the Chairperson

15. Help the Foundation staff and run the Foundation Table at the July AOA House of Delegates and the annual AOA Convention
16. Carry out all additional projects assigned by the Foundation Chair

17. Act as a voting member of the SOMA Board of Trustees
MEMBER - AT - LARGE
Job Description and Task List

Description: The Member-At-Large represents the members of the SOMA National Board to SOMA Board of Trustees and the SOMA Foundation Board of Directors.

1. Act as liaison between the SOMA National Board and the SOMA Board of Trustees by providing advice to both bodies on present and future ideas and programs.

2. Provide advice to the SOMA Foundation Board of Directors on the establishment and implementation of present and future educational and philanthropic programs.

3. Act a voting member of the SOMA Board of Trustees and, if selected, as a voting member of the SOMA Foundation Board of Directors.

4. Act as a liaison to recruit potential benefactors.
CLINICAL CLERKSHIPS COORDINATOR
Job Description and Task List

1. Develop a database of available clinical clerkships so that there is a central source of information for students seeking elective rotation opportunities

2. Create original programming ideas to meet the unaddressed needs of upperclassmen students (3rd and 4th year) both at SOMA conventions and while on clinical rotations

3. Work with other National Board Members, specifically the Director of Professional Development to plan initiatives and programming that is relevant and beneficial to our SOMA membership in preparing them to be osteopathic physicians
CONVENTION COORDINATOR
Job Description and Task List

1. Work closely with the following individuals to address all their needs as far as equipment, materials, and special guests are concerned:
   a. SOMA President
   b. SOMA Vice President/Speaker of the House
   c. SOMA Foundation Chair
   d. SOMA Board of Trustees
   e. Any National Board officer scheduling a special meeting
   f. SOMA National Administrator

2. Promote the convention through the newsletter, SOMA Chronicle (Foundation newsletter) and SOMA Monthly (National Board newsletter)

3. Compile a booklet/program for both the fall and spring conventions containing the convention agenda, SOMA chapter updates and National Board Member bios

4. Distribute registration information to all chapters, National Board members and other potential attendees at least two months prior to the convention:
   a. Set deadlines for materials to be returned
   b. Establish fees, etc, with Board of Trustee approval

5. Investigate three potential cities for the next Annual Spring SOMA National Convention:
   a. Investigate the cities and potential hotels with respect to cost, availability, access, etc.
   b. Present results to the Board of Trustees for distribution to the House of Delegates at the Spring Convention (e.g., for the 2002 Spring Convention, have site information ready at the Spring 2001 Convention)
POLITICAL AFFAIRS DIRECTOR
Job Description and Task List

1. Be familiar with all issues and projects relating to national legislation that has potential impact on SOMA, osteopathic medicine, or osteopathic medical students in general. Inform SOMA members of such issues.

2. Coordinate letter-writing, phone, or other lobbying efforts in support of or against any federal legislation affecting the above, as determined by National SOMA and/or the SOMA House of Delegates.

3. Lead any program in which SOMA is legislatively involved at the federal level. Contact Chapter Presidents so that local SOMA members can be informed of and assist in these matters.

4. Work directly with the AOA Washington Bureau office to stay informed of current osteopathic political topics. Communicate monthly with this office to inform them of SOMA’s national activities promoting political development.

5. Work directly with the AOA Washington Bureau Office to coordinate the annual D.O. Day on the Hill event.

6. Attend the annual D.O. Day on the Hill in Washington, D.C. and encourage SOMA members nationwide to participate in the event.

7. Chair the SOMA Political Affairs Committee.

8. Work to increase student enrollment and active participation in OPAC (osteopathic political action committee), GOAL (grassroots osteopathic advocacy link), everypatientcounts.org, and other formal/grassroots political organizations dedicated to improving our osteopathic political environment.

9. Inform SOMA members and local chapters about the federal process of bill introduction, ratification, and passage. Keep SOMA members updated as to what they can do to write, change, or influence such legislation.

10. Promote the osteopathic political affairs honor society to SOMA members nationwide. Encourage participation and involvement in the society and coordinate the induction of new members, which should be held in conjunction with D.O. Day on the Hill and the SOMA Spring Convention.

11. Work with other student, professional, and political organizations to enhance the political development of SOMA and its members.
12. Develop relationships with individuals that possess the resources that could further the progress of SOMA’s Political Affairs program by acting as committee advisors.

13. Maintain contact with the COSGP (Council of Osteopathic Student Government Presidents) National Chairperson in order to work with the Council on any pertinent political issues.

14. Maintain contact with the AOA and AACOM so as to stay informed and work together on any pertinent political issues.

15. If possible, attend relevant political/legislative conferences to represent and promote SOMA and osteopathic medicine as well as to receive new and pertinent legislative information.
PROFESSIONAL DEVELOPMENT DIRECTOR
Job Description and Task List

1. Create and organize professional development events on the national and local levels
2. Promote the use of the local chapter constitution and keep it updated
3. Offer advisory support in forming a local chapter constitution to student representatives from the newly formed branch campuses
4. Educate SOMA membership about resolution writing, and assist the membership in proposing new resolutions. Develop a list of resolutions passed during the SOMA conventions.
5. Assist in reviewing and updating the National SOMA constitution
6. Present issues that are at the forefront of medicine through the eyes of allied health professionals and public health workers
7. Inform SOMA membership of the latest technological advances that can be incorporated into the practice of medicine
8. Focus on the importance of networking among students, young physicians, and practicing physicians
9. Establish a working relationship with the AOA representative for the Committee on Professional Development
10. Create a contact with other student organization to collaborate on opportunities and ideas in the area of professional development
11. Work with SOMA chapters to facilitate the personal professional development of all SOMA members
PROGRAM FOR THE MEDICALLY UNDERSERVED DIRECTOR

Job Description and Task List

1. Supervise and modify the SOMA Rural and Underserved Medicine Preceptorship Program:
   a. Establish and/or amend guidelines for preceptorship awards;
   b. Establish current and additional funding with the Foundation Associate Director of Grants;
   c. Set, follow, and enforce application deadlines;
   d. Assure distribution of program material to all chapters and SOMA members in ample time for applicants to meet deadlines;
   e. Complete and published an updated Rural Medicine Guide of examples of eligible rural and underserved sites and/or a list of qualifications that a potential site must meet to be approved. Include in this booklet complete and accurate information about the Preceptorship Program and possible practice opportunities;
   f. Continue to collect names and information about rural and underserved sites and add this information to the above described (e) booklet.

2. Prepare information or a presentation for each National Convention (possibly contact the Association Director of Grants to find funding to sponsor a lunch, reception, etc) that promotes your goals in the PMU program and centers around underserved medicine.

3. Submit articles to the newsletter updating members on current rural and underserved areas of need for physicians and/or practice opportunities. Become aware through telephone contact, requests of information, etc, of any loan repayment or other incentives available for those interested in training/practicing in these areas.

4. Communicate monthly with the AOA Small States Committee to update them on SOMA’s PMU committee activities and to receive information to enhance the PMU.

5. Establish contacts and communicate with osteopathic schools, osteopathic professional organizations, and government agencies promoting rural and underserved medicine and represent SOMA to them.

6. Contact each Chapter President by September of each year to determine the name of a local OP&P contact person. If there is no OP&P contact person at a chapter, you will receive information from and distribute information to the Chapter President:
   a. Have this Local Coordinator seek qualifying hospitals and clinics in the area of their respective school to be added to the PMU Preceptorship program;
   b. The Local Coordinator should contact these sites to explain the PMU Preceptorship program and determine interest in participating in this Program.
EXECUTIVE LIAISON TASK FORCE DIRECTOR  
Job Description and Task List 

1. Serve as the main communication link between SOMA and other student and professional organizations as well as potential project partners. These include but are not limited to the Primary Care Organizations Consortium (PCOC), the Student Health Alliance (SHA) and its affiliate members.

2. Establish relationships with other professional and student medical associations to promote collaborative efforts and to increase awareness of osteopathic medicine as the opportunity arises.

3. Participate in Conference calls and meetings of SOMA collaborative organizations or project partners as the acting voice of SOMA.

4. Represent SOMA at supported partner projects and events of collaborative organizations or initiatives as funds allow.

5. Respond to all SOMA inquiries, requests and information from collaborators and project partners in a timely manner.

6. Provide current personal contact information (including phone, fax, and email) to SOMA and collaborators and update as needed.

7. Participate in SOMA’s, SOMA’s collaborators, and project partner’s list serve.

8. Disseminate information about SOMA and partnership activities to SOMA members and leadership on a regular basis at meetings or as appropriate.

9. Facilitate the publication of joint efforts between SOMA and other organizations on projects and initiatives in the SOMA newsletter and on the SOMA website.

10. Distribute information and delegate projects to appropriate SOMA National Officers, Board of Trustees or National Board members as opportunities occur.

11. Participate in SOMA Bi-Annual Conference, National Board Meetings and conference calls
FOUNDATION ASSOCIATE DIRECTOR OF FINANCIAL AFFAIRS
Job Description and Task List

1. Act as Foundation liaison to recruit potential Foundation members.

2. Work closely with the Foundation Chair and Director on development and execution of marketing plans.

3. Work closely with the Foundation Chair and Director on reviewing and preparing proposals for developing and funding educational philanthropic programs.

4. Writing of motivational updates to be published in the SOMA newsletter.

5. Attend all SOMA Foundation meetings and receive all SOMA Foundation information.

6. Receive a list of paid Foundation members from the Foundation Director each year and place the paid members in the appropriate categories as follows: Corporate Members; Institutional Members (Diamond Club, Ruby Club, Emerald Club); Individual Members (Platinum Club, Silver Club, Bronze Club, Well Wisher Club). Submit this information in the SOMA Newsletter.

7. Send Foundation membership recruitment packets biannually to SOMA alumni, osteopathic state associations, osteopathic schools and practice and non-practice affiliates.

8. Devise innovative and creative tactics for Foundation membership recruitment.

9. Maintain extensive correspondence with Foundation members by letter, phone and email.

10. Carry out additional projects assigned by the Foundation Chair or Director.
FOUNDATION ASSOCIATE DIRECTOR OF GRANTS
Job Description and Task List

1. Act as a procurer of new funding sources for the Foundation and as a liaison to recruit potential benefactors.

2. Provide a template grant proposal for SOMA program directors/chairpersons to complete for funding and send these proposals to various corporations for approval.

3. Work closely with the SOMA Administrator and inform SOMA program directors/chairpersons when the Administrator has received grant funding from corporations.

4. Work as the sole individual in the SOMA National Board to request grant funding.

5. Work closely with the Foundation Chair and Director on development and execution of marketing plans.

6. Work closely with the Foundation Chair and Director on reviewing and preparing proposals for developing and funding educational and philanthropic programs.

7. Attend all SOMA Foundation meetings and receive all SOMA Foundation information.

8. Writing of motivational updates to be published in the newsletter.

9. To keep a log of all grant donors and submit this information to the Director and in the SOMA Newsletter.

10. To send thank you letters to all grant donors.

11. Carry out additional projects assigned by the Foundation Chair or Director.
FOUNDATION ASSOCIATE DIRECTOR OF SCHOLARSHIPS

Job Description and Task List

1. Act as Foundation liaison to recruit potential benefactors.

2. Work closely with the Foundation Chair and Director on development and execution of marketing plans.

3. Work closely with the Foundation Chair and Director on reviewing and preparing proposals for developing and funding educational and philanthropic programs.

4. Write motivational updates to be published in the SOMA Newsletter.

5. Attend all SOMA Foundation meetings and receive all Foundation information.

6. Submit Scholarship information and applications to all SOMA Chapter Presidents annually.

7. Submit annual letters to approximately 200 osteopathic Directors of Medical Education for funding of the Medical Education Scholarship.

8. Submit annual letters and follow up in six months with telephone calls to corporations for funding of the Corporate Grant Scholarship.

9. Distribute a description of the scholarship point system and confidential copies of scholarship applications to the Citizen Seats for scoring.

10. Tabulate the points, as scored by the Citizen Seats, and present the points only to the SOMA Administrator prior to the award ceremonies.

11. Conduct the presentation of scholarship awards at the Foundation Reception and distribute award letters notifying the recipients where to send thank you letters.

12. Send each scholarship contributor and the Citizen Seats thank you letters.

13. Assure the turnover of original applications by the individual schools to the Administrator at the National Office for review and storage.

14. Assist the Foundation Chair and Director in the development of new scholarship programs and the improvement and execution of existing scholarship programs.

15. Recruit potential scholarship benefactors, especially for Corporate Grant Scholarship.

16. Provide a listing of all scholarship recipients, including name, school, and address to the National Treasurer upon disbursement of awards.
17. Submit names of scholarship winners, contributors and amounts given, and names of Citizen Seats to the SOMA Newsletter after the awards ceremony.

18. Maintain a log of all scholarship contributors and winners and submit to the Foundation Director, with special attention to the Medical Education Scholarship recipients.

19. Carry out additional projects assigned by the Chair or Director.
HUMANISM AND MEDICINE DIRECTOR
Job Description and Task List

1. Chair Humanism in Medicine Scholarship Selection Committee
   a. Select committee members to assist with decision-making process and review of
      scholarship applicants
   b. Review scholarship applications
   c. Select scholarship awardees

2. Oversee fundraising efforts for the scholarship
   a. Provide Regional Trustees and local SOMA chapters guidelines and requirements
      for fundraising (Spring Convention)
   b. Communicate with Regional Trustees to establish and follow-up progress of
      Regional fundraising efforts
   c. Oversee production of Humanism in Medicine pins

3. Plan a Memorial Luncheon for the Fall Convention annually
   a. Devise a budget for the luncheon to include the cost of venue, catering, and floral
      arrangement tribute
   b. Arrange a key note speaker for the luncheon e.g. friend or family member of the
      victims, physician or healthcare worker who exemplifies compassionate and
      comprehensive care to patients
   c. Send invitations to special guests and speakers from the Osteopathic schools
      and/or family members of the plane crash victims
   d. Work with Embassy Suites to create menu
   e. Design Program for luncheon

4. Communicate regularly with Regional Trustees
   a. Reminders of deadlines for fundraising
   b. Reminders of deadlines for scholarship

5. Establish webpage for the scholarship
   a. Remain in contact with the SOMA webpage developer
   b. Place the webpage as a link on the SOMA scholarship page
   c. Maintain the scholarship application updated on the webpage
INTERNATIONAL HEALTH PROGRAM DIRECTOR
Job Description and Task List

1. Prepare a presentation for each National Convention summarizing and promoting your program. Conduct all IHP meetings.

2. Update, print and distribute the SOMA International Health Guide including information on externship opportunities in foreign countries.

3. Interact closely with the SOMA Foundation, especially the Foundation Associate Director of Grants, to obtain funding for the International Health Guide and for other IHP programming.

4. Submit articles and reports to the newsletter.

5. Work closely with other organizations interested in international health

6. Work closely with the Director of Professional Development and Director of Political Affairs in attempt to lobby for international practice rights for D.O.s and for increased availability of international externship opportunities for osteopathic students.

7. Develop/organize/promote/carry out an annual World Health Day project for National
   a. SOMA and every local chapter.

8. With the assistance of each Chapter President, appoint an IHP contact person for each chapter to distribute national IHP information to local SOMA members.

9. Aid and encourage students in conducting public health research specific to the areas visited during their IHP experience.
   a. Students should report data analysis to preceptors at IHP locations and SOMA IHP Director at the end of experience.

10. Distribute an annual IH Research Newsletter at every spring meeting informing students of IHP research in the form of Abstracts.
    a. Chapter Presidents and NLOs are then responsible for distribution to local chapters.
MEMBERSHIP COORDINATOR
Job Description and Task List

1. Conduct an efficient and effective SOMA membership drive nationally and at the local chapters.

2. Confirm that all local chapters are fully informed, equipped, and prepared to execute a successful membership program.

3. Prepare and ensure distribution of membership packets to each chapter president. Work closely with the Programs & Benefits director in doing this to include information about attractive SOMA membership privileges.

4. Keep a current list of membership recruitment programs conducted at each chapter and share this information regularly with all chapters in order to improve membership stats at other schools.

5. Prepare a booklet with membership recruitment ideas to distribute to each chapter by July 1st of each year. This information can be distributed by email if it is more convenient.

6. Set local membership goals for each chapter based on membership percentages. New membership goals should be set and distributed at each spring convention. Include any membership statistics in convention reports.

7. Stay aware of any SOMA programs implemented by other National Board officers so that these ideas may be added to the membership packet.

8. Maintain the member mailing list and update as necessary.

9. Maintain effective communication with each chapter through:
   a. Phone calls to Chapter Presidents;
   b. Phone calls to Region Trustees to update stats and to call attention to chapters who are experiencing challenges with membership recruitment;
   c. Reports in newsletter.

10. Work with chapters individually during their critical times of membership recruitment (e.g., call chapter presidents one week before club day).

11. Obtain a schedule of each school’s membership recruitment activities.
MINORITIES AFFAIRS DIRECTOR
Job Description and Task List

1. Provide information to Local Coordinators about certain health risks in individuals of a particular ethnicity (i.e., informational seminar on hypertension and/or blood pressure screenings for African-Americans during African-American History Month) (*project idea)

2. Encourage SOMA chapters to work in collaboration with SNMA (Student National Medical Association) chapters at osteopathic schools to pool resources for community service efforts

3. Suggest that each chapter conduct a Medical Student for a Day program for underrepresented student populations in their local areas. Local high school or college students would spend the day in medical school and labs, guided by a student sponsor at the school (*project idea)

4. Suggest special chapter programs for African-American History Month, Hispanic Heritage Month, etc. (*project idea)

5. Acquire and send information to Local Coordinators covering medical terminology in various languages (especially Spanish) to prepare students for encounters with non-English speaking patients (*project idea)

6. Help chapters implement activities for “Diversity in Osteopathic Medicine Week”. Chapters will organize an activity at their discretion to reach out to minority premedical students (i.e. Presentation to a school, community service with a group where there is a high prevalence of minorities)

7. Submit at least one journal article for publication to either The D.O. or the Journal of the Osteopathic Medical Association, or other literature

8. Obtain and maintain a database of contact information for national minority affairs coordinators of both SNMA and American Medical Student Association (AMSA). Communicate with them at least once per semester to exchange ideas and inquire about their work. Submit a report to the National SOMA President, Vice President, and SOMA National Board

9. Present a report on the state of minorities and diversity in osteopathic medical schools to the house of delegate during the National SOMA Spring Convention

10. Maintain a database of osteopathic physicians willing to become mentors for minority premedical student and current medical students
11. Develop a relationship based on trust and respect with local chapter Minority Affairs Representatives by having a phone conversation with each of them at least once before the National SOMA Spring Convention

12. Maintain a log of all activities done by individual chapters

13. No later than August 15, submit to local chapters’ president, NLO and Minority Affairs Representatives a specific national goals list for the upcoming academic year

14. Establish and maintain a database of organizations/contact persons that can potentially fund projects, journal subscriptions, etc. for minorities to amplify diversity in medicine

15. Produce and maintain an up-to-date copy of a “minority resource guide to becoming osteopathic physician” that will be distributed to minority pre-medical students

16. Review the National SOMA website, www.studentdo.com, at least once a semester and make appropriate changes to the information posted
OSTEOPATHIC PRINCIPLES & PRACTICE DIRECTOR
Job Description and Task List

1. Continue to supervise, develop and improve the OP & P Preceptorship Program.
   a. Establish and/or amend guidelines for preceptorship awards.
   b. Establish current and additional funding with the Foundation Associate Director of Grants;
   c. Set, follow, and enforce deadlines.
   d. Assure distribution of program material to all chapters and SOMA members in ample time for applicants to meet deadlines;
   e. Complete and publish an updated booklet of eligible OP & P preceptors who participate in this program. Include in this booklet complete and accurate information about the Preceptor Program;
   f. Continue to collect names and information of physicians who perform OMT regularly in their practice and with their approval, add their names to the above described booklet.

2. Establish advertising and promotion for the OP&P Preceptorship Program through the following methods:
   a. Phone calls to Chapter Presidents;
   b. Providing Region Trustees with information about the program to distribute to chapters;
   c. Advertising in the newsletter.
   d. Work with the SOMA Foundation Associate Director of Grants to obtain corporate donation for a luncheon at a SOMA convention that will explain the details of the preceptorship;
   e. Fliers, etc, mailed to Chapter Presidents.

3. Continue to develop and promote the Osteopathic Outreach Program:
   a. Continue to develop the slide and PowerPoint presentations;
   b. Affirm that each chapter has a copy of the Outreach presentations;
   c. Establish further funding for the program;
   d. Work with the AOA PR department and/or other osteopathic professional organizations to obtain material for the program.

4. Prepare an OMT workshop for each SOMA Convention which will host a prominent and skilled D.O. mentor who operates a practice with OMT emphasis. The physician does not necessarily have to be school OMT faculty or an OMT specialist.
   a. Work with the Convention Coordinator to secure OMT tables and a meeting room for this workshop;
   b. Advertise this workshop before and during the convention;
   c. Work with the SOMA Treasurer and Foundation Finance and Billing Director to assure that money is available for the workshop physician’s travel and hotel costs.
5. Communicate regularly with OP&P departments at each school and the AOA to update them on or receive information for the OP&P program.

6. If possible, work closely with the UAAO National President to collaborate efforts on osteopathic education and community projects:
   a. Attempt to speak by phone or email with the UAAO President approximately every 1-2 months;
   b. If possible, attend the UAAO Convocation. If this is not feasible, receive information distributed and conveyed at meeting, lectures and presentations from a student colleague, preferably a SOMA National Board officer, who did attend.

7. Contact each Chapter President by September of each year to determine the name of a local OP&P contact person. If there is no OP&P contact person at a chapter, you will receive information from and distribute information to the Chapter President.

8. Communicate regularly with the SOMA Research and Development Director in order to generate ideas for possible osteopathic medical research.
PRE-SOMA DIRECTOR
Job Description and Task List

1. Contact each Chapter President by September of each year to determine a local Pre-SOMA contact person. If no Pre-SOMA contact person exists, information will be received from and distributed to the Chapter President. This contact should:
   a. Contact colleges and universities in the area or state in which their osteopathic school is located to determine potential interest in a Pre-SOMA chapter. The local contact should speak with a pre-med or science faculty advisor concerning this matter.
   b. Distribute a packet to the contact person containing SOMA information, a copy of the newsletter, information about the 19 osteopathic colleges, details concerning the AACOM application process and MCAT facts.
   c. Make copies of this packet to distribute to the faculty advisors at any interested college or university.
   d. Provide the name and address of any interested college or university in addition to the institutions who chartered a Pre-SOMA chapter. Provide a contact name for each college (i.e., faculty advisor, Pre-SOMA president-elect, etc).

2. Distribute to new or established Pre-SOMA chapters the following information:

3. Information on local programming for the SOMA chapter(s) in the state where the college is located and invitations to local SOMA events if applicable.
   a. Dates and times that recruiters from osteopathic colleges will be present at the college or in the surrounding area.
   b. A bi-annual list of SOMA events from all osteopathic schools (obtained from Region Trustees).

4. Receive from each Pre-SOMA chapter an annual list of officers, members, and list of chapter activities.

5. Encourage an ongoing relationship between existing SOMA chapters and the Pre-SOMA chapters within their area by:

6. Facilitating interactions between SOMA and Pre-SOMA chapters for informative exchange and mentoring opportunities.
   a. Encouraging Pre-SOMA attendance along with local SOMA representatives at bi-annual SOMA meetings.
   b. The continuation and expansion of current scholarship programs for Pre-SOMA members.
PREVENTIVE MEDICINE DIRECTOR
Job Description and Task List

1. Contact each Chapter President by September of each year to determine the name of a local Preventive Medicine contact person. If there is no Preventive Medicine contact person at a chapter, you will receive information from and distribute information to the Chapter President. This local contact person should create local programming, seminars, projects, etc, based on your contribution of ideas and based on the main premises and divisions of the National SOMA Preventive Medicine program.

2. Meet goals listed below in each of the four Preventive Medicine Divisions. Contribute at least 2 project ideas in each division and any relevant and helpful information about these divisions to each chapter.
   a. The Preventive Medicine Local Coordinator or Chapter President should send a brief report of each project performed;
   b. Keep all chapter activities and projects in a log to distribute to chapters at SOMA conventions;
   c. Report activities to Region Trustees.

3. PREVENTIVE MEDICINE DIVISION I – AIDS AWARENESS
   a. Utilize and revise (if needed) the SOMA AIDS Awareness slide program and distribute these slides to all chapters;
   b. Suggest that Local Coordinators attempt to conduct AIDS Awareness seminars at local secondary schools and colleges. Obtain and send educational material (brochures, videos, etc) to each chapter for assistance (*project idea)
   c. Maintain contact with the AOA AIDS task force and keep them informed of ongoing programs current, issues and future projects of this division;
   d. Update, reprint and distribute the SOMA AIDS Awareness manual when necessary
   e. Stay informed with current issues that relate to HIV/AIDS and medicine. Incorporate this information into the newsletter, and any presentations done at conventions. Keep a folder or log with this information to distribute to chapters or the National Board;
   f. Devise a program, presentation, etc, for each chapter in observance of World AIDS Day. (*project idea)

4. PREVENTIVE MEDICINE DIVISION II – DOMESTIC VIOLENCE AWARENESS
   a. Create and distribute an information packet concerning perils of domestic violence, related statistics and how to provide assistance for victims. This packet should contain information for presentation in communities, schools, etc. Send these packets to each Local Coordinator (*project idea);
b. A second packet containing information on medical diagnosis and management of domestic violence victims should be distributed to each Local Coordinator for use in education of students at each osteopathic medical school (*project idea);

c. Suggest that each Local Coordinator persuade local hospital emergency departments hang posters promoting domestic violence shelters, related numbers to seek help, etc. If needed, consult the SOMA Foundation Associate Director of Grants to seek corporate money for the purpose of making such posters (*project idea);

d. Obtain via the Local Coordinators a list of women’s shelters and phone numbers for each state where an osteopathic school is located;

e. Suggest that Local Coordinators do a project or projects to commemorate National Domestic Violence Awareness Month in October (*project idea);

5. PREVENTIVE MEDICINE DIVISION III – MINORITY AFFAIRS

a. Provide information to Local Coordinators about certain health risks in individuals of a particular ethnicity (i.e., information to do a community seminar on hypertension and blood pressure screening for African-Americans during African-American History Month) (*project idea);

b. If possible, have chapters work closely with any known SNMA (Student National Medical Association) chapters at osteopathic schools to collaborate community service efforts;

c. Suggest that each chapter conduct a Medical Student for a Day program for underrepresented student populations in their local areas. Local high school or college students spend the day in medical school and labs, guided by students who serve as individual companions. (*project idea);

d. Suggest special chapter programs for African-American History Month, Hispanic Heritage Month, etc. (*project idea);

e. Acquire and send information to each local to Local Coordinators covering medical terminology in various languages (especially Spanish) to prepare for encounters with non-English speaking patients. (*project idea).

6. PREVENTIVE MEDICINE DIVISION IV – OTHER

**Select at least two project ideas to convey to Local Coordinators**

a. Women’s health;

b. Prostate cancer prevention;

c. STD prevention and education;

d. Diabetic education;

e. Smoking cessation;

f. Youth Drug prevention;

g. Obesity Awareness;

h. Any other preventive medicine related concept.

7. Keep a log of all chapters’ Preventive Medicine projects and include these projects in newsletters, and convention reports.
8. Work closely with the SOMA Foundation Associate Director of Grants to obtain corporate money for support of Preventive Medicine projects.

9. Work closely with the SOMA website director to regularly update the Preventative Medicine project power points and information on the SOMA National Website.
PROGRAM & BENEFITS COORDINATOR
Job Description and Task List

1. Prepare a presentation for each national convention summarizing and promoting your program.

2. Work closely with National Board program directors to insure that they are communicating SOMA’s programs and benefits correctly and effectively to the local chapters and their members. Also work with program directors to search for further incentives or rewards for all SOMA members related to the SOMA national committees (e.g., Minority Affairs, Membership, and Pre-SOMA, etc).

3. Assure distribution of program material to all appropriate SOMA members in ample time for applicants to meet deadlines or in time for chapter presidents to utilize this material for membership recruitment.

4. Establish and carry out advertising and promotion of SOMA programs and benefits through phone calls to Chapter Presidents, communication with Region Trustees, and frequent emails.

5. The coordinator will thoroughly document all specific programs and benefits, how they are operated, the length of time it is available and pass these on to the incoming coordinator at the end of the year.

6. Ensure that the current member programs and benefits that are not directly organized or overseen by this position, still be known well enough that they can be succinctly advertised alongside the programs and benefits created by this position. This should be done so all programs and benefits be advertised in one location encouraging the members to easily take full advantage of all that SOMA has to offer.

7. Continue established programs which members have found useful and taken advantage of, while also pursuing a minimum of at least two new programs and benefits for each year.

8. Seek out businesses, residency programs and other companies, which interest SOMA members, to advertise on the SOMA website for revenue. The entity interested in advertising on the site will be responsible for creating the ad and the P and B coordinator will pass this on to the webmaster.

9. Stay aware of any SOMA members’ question or concerns and address them in a prompt and suitable manner.
PUBLIC RELATIONS COORDINATOR
Job Description and Task List

1. Keep in touch with local SOMA chapters through their local PR Liaison:
   a. Supply information on SOMA, osteopathic medicine, etc. to be used for local PR;
   b. Help chapters plan community projects on their campuses and in their communities to promote SOMA and osteopathic medicine;
   c. Develop and update a booklet with ideas for projects and distribute to each chapter;
   d. Be aware of individual needs and modes of promotion available to each chapter, i.e. small towns vs. big cities.
   e. Give direction to local chapters and Regional Trustees for planning and implementation of PR projects.
   f. Encourage the PR Liaisons to contact the SOMA Foundation Associate Director of Grants to seek AOA funding for projects concerning osteopathic medicine and the AOA Unity Campaign;
   g. Have PR Liaisons communicate with the PR departments at local colleges, hospitals, and media outlets to aid chapters in promotion of osteopathic medicine.

2. Develop a strong working relationship and communicate monthly with the AOA PR department to inform/update them on projects of both national and local SOMA and to get new ideas or assistance from them for SOMA projects.

3. Submit information to AOA publications (JAOA and The D.O.) on SOMA news, projects and successes. Implement a "Spotlight on SOMA" in all AOA publications. Submit articles/information regularly to the newsletter on issues relating to local and national PR.

4. Work with the Board of Trustees, the National Board, and the Foundation to assist in their promotions or any projects/programs. Have NB officers send you contact names and addresses for you to place in a log or booklet.

5. Develop new and innovative ways to promote SOMA and osteopathic medicine (i.e. brochures, pamphlets, bookmarks, bumper stickers, buttons, etc.)

6. Communicate with other SOMA Affiliated Societies and other professional medical or lobbying organizations (via the National President if necessary) to assist in promotion of their projects and organization.

7. Organize and carry out any letter writing campaigns pertinent to the promotion of SOMA and osteopathic medicine.

8. Hold PR seminars at conventions and include participation from PR Liaisons. Invite any interested students in attending and contributing.
RESEARCH AND DEVELOPMENT DIRECTOR
Job Description and Task List

1. Contact each Chapter President by September of each year to determine the name of a local Research Coordinator/contact person. If there is no research coordinator/contact person at a chapter, you may contact the President and/or current Faculty Research Director at each school.

2. Keep SOMA and its membership up to date and involved with research by communicating with each school’s Research Coordinator, President, or current Faculty Research Director.

3. Organize and obtain participants for the Annual SOMA Research Symposium poster competition. This competition takes place in the fall in conjunction with the SOMA Fall Convention and the Annual AOA Convention. Responsibilities include: soliciting applicants, funding of prize monies, and judges for the poster competition, and organizing a breakfast for all participants the morning of the poster competition.

4. Organizing, distributing, and collecting the SOMA Summer Research Fellowship Applications. Responsibilities include: obtaining prize monies (currently from the Osteopathic Heritage Foundation and the Osteopathic Research Council), organizing the distribution of funds, judges, and requesting publishable quality reports from each Fellowship Award winner by December 1st.

5. Collaborate and maintain strong communication with other affiliated organizations while promoting research.
EDITOR OF THE SOMA NEWSLETTER
Job Description and Task List

Description: The Editor publishes the SOMA Newsletter (The Student DOctor) and manages all aspects of its creation, content, and distribution in conjunction with guidelines established by the National Board.

1. To maintain the quality of the Newsletter by:
   a. establishing the content for each issue of the Newsletter
   b. acquiring articles pertinent to the topic(s) of the issue from student, intern, resident, physician, and other sources.
   c. maintaining the departments section by soliciting articles and contributions from SOMA Directors, SOMA Chapter Presidents, SOMA Board of Trustees members, SOMA Foundation officers, scholarship recipients, students, interns, residents, physicians and other appropriate sources.
   d. editing accepted material for content and grammar.
   e. writing the Editor's Prerogative for every issue.
   f. maintaining the President's Prerogative for every issue.
   g. selection and supervision of Assistant Editors at the discretion of the Editor
   h. legally securing artwork or photography for all issues.

2. To manage an annual photography contest each spring by:
   a. advertising the contest to interested parties.
   b. establishing the rules for participation.
   c. creating and advising a selection committee to establish winners.
   d. working with the staff of The D.O to publish the winning photographs and writing an article to accompany these photographs.

3. To participate as a full member of the SOMA National Board
   a. preparing presentations for SOMA Conventions promoting the Newsletter
   b. conducting SOMA meetings in the absence of the President, Vice President and Treasurer

4. To participate as a full member of the SOMA Foundation Board of Directors by:
   a. participating in all Foundation Board meetings and votes.
   b. participating in the Corporate Advisory Board and Educational Advisory Board meetings at the national conventions.
   c. preparing presentations promoting the Newsletter.

5. To maintain contact with all chapters and encourage Newsletter submissions from a variety of sources.
UNITY CAMPAIGN TASK FORCE DIRECTOR
Job Description and Task List

1. Develop/organize/promote a UNITY project to bring together Osteopathic students and physicians from all schools for a charitable, volunteer effort.

2. Promote the UNITY Project through the newsletter, SOMA Chronicle (Foundation newsletter), SOMA Monthly (National Board newsletter), and AOA Publications (JAOA, The D.O.).

3. Communicate with the National Board, Region Trustees and chapter officers.

4. Distribute all pertinent information to all chapters, National Board members and other potential attendees.

5. Encourage fundraising at each of the schools to increase student attendance.

6. Establish a budget of estimated costs and seek funding from National SOMA to help alleviate student cost.

7. Communicate with the AOA PR department to inform/update them on the Unity Project.