

Duties, Responsibilities, and Powers of the Medical School Class Officers



Thirteen class officer positions are available which may be held by a total of twenty-one students. A student may not hold more than one executive office (President, Vice-President, Secretary, or Treasurer) but may hold an executive office and non-executive office or two non-executive offices.

Class officers are responsible for representing class concerns to the administration. In addition, class officers are responsible for planning graduation, fundraising events, class social events, etc. Class officers are to attend class meetings in addition to Medical Student Government (MSG) meetings. If an officer is not performing their duties, that student may be removed from office. Class officers will be re-elected each year.

The President shall:

- i. Act as liaison between students and the Administration
- ii. Serve as a member of the Dean's Fund Appropriations committee
- iii. Preside over monthly/bimonthly class officer meetings for the MS1 and MS2 years, and as needed in the MS3 and MS4 years
- iv. Preside over all class meetings
- v. Coordinate class fundraising activities in conjunction with the class treasurer
- vi. Attend monthly MSG General Assembly Meetings
- vii. Attend monthly Dean's Luncheon Meetings
- viii. Oversee all other class officers
- ix. It is recommended that this individual regularly attend class during the M1 and M2 year in order to be better tuned into class's needs and issues
- x. At the start of the MS2 year, organize an informational dinner with the MS2 class officers and newly elected MS1 class officers to discuss duties and responsibilities
- xi. Register the class with the School of Medicine/VCU
- xii. Responsible for planning and preparing for graduation, including forming committees and overseeing each committee

Summary: You're in charge! Organize class fundraising and graduation; represent your class to the administration.

The Vice Presidents shall (2):

- i. Organize and coordinate all class-sponsored social events
- ii. Serve as a member of the First Year Orientation Committee hosted by the MSG VP of Social Affairs and attend associated planning meetings
- iii. Attend monthly MSG General Assembly Meetings

- iv. Attend monthly Dean's Luncheon Meetings
 - v. Attend class meetings
 - vi. There shall be two Vice-Presidents for the first two years of medical school with a third for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine
 - vii. Work with the MSG VP of social affairs to plan MSG events
 - viii. Work with the class president to plan and prepare for graduation, serving on at minimum the committee for planning of the formal class graduation party
- Summary: Organize class social events and M1 orientation social events.

The Secretary shall:

- i. Attend monthly MSG General Assembly Meetings
 - ii. Attend monthly Dean's Luncheon Meetings
 - iii. Attend class meetings
 - iv. Serve as a member of the Medical Student Government Administrative Committee
 - v. Conduct class elections (MS2b Secretary will conduct the incoming M1 elections)
 - vi. Maintain a record of all class correspondence
 - vii. Maintain and publish meeting minutes
- Summary: Communicate with your class regarding class business.

The Treasurer shall:

- i. Be responsible for distribution, collection, and management of class funds
 - ii. Prepare, with the help of other class officers, a yearly budget that is made available to the class
 - iii. Serve as a member of the Dean's Fund Appropriations Committee
 - iv. Attend monthly MSG General Assembly Meetings
 - v. Attend monthly Dean's Luncheon Meetings
 - vi. Attend class meetings
 - vii. Meet with a representative of the VCU Finance Department at the beginning of each year to discuss the class budget
 - viii. Create a VCU class bank account via the VCU Finance Department which will be the designation for all class fundraisers and serve as unrestricted student funds
- Summary: Organize fundraising and maintain a class budget.

The Class President, Vice-Presidents, Secretary, and Treasure are voting members of the Medical Student Government (MSG)

The Curriculum Representatives shall (4):

- i. Develop course evaluation forms to assess curriculum content, structure and teaching
- ii. Present and interpret feedback from class to the School of Medicine Curriculum Council, Curriculum Office, Course Directors and others in order to improve curriculum and address student concerns
- iii. Serve as liaison between students and the curriculum office, course directors and lecturers
- iv. Attend class meetings
- v. Serve as a member of the School of Medicine's Curriculum Council
- vi. Serve as a member of the Medical Student Government's Curriculum Committee
- vii. Attend monthly Dean's Luncheon Meetings
- viii. It is recommended that these individuals regularly attend class in order to be better tuned into class's needs and issues and to experience the curriculum first-hand

- ix. Beginning with the matriculating 2013 class, there shall be four Curriculum Representatives for the first two years of medical school with a fifth for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine
- x. One member of the M1 and the MS2A/B representatives will meet weekly with the Assistant Dean for Medical Education (M1/M2)
- xi. Attend monthly preclinical (M1/M2) or clinical (M3/M4) subcommittee meetings and monthly curriculum council meetings
Summary: Work closely with faculty, provide regular feedback to your class, and attend monthly preclinical/clinical and curriculum council meetings.

The Student Government Association Representatives shall (2):

- i. To represent the interests of the class in the Student Government Association by serving as voting members of that organization
- ii. Attend monthly Student Government Association meetings
- iii. Attend class meetings
- iv. Provide for communication and coordination between their class and the Student Government Association
- v. Beginning with the matriculating 2013 class, there shall be two SGA Representatives
Summary: Attend SGA meetings and report back to your class.

The Honor Council Representatives shall (2):

- i. Serve as a member of the MCV Campus Honor Council
- ii. Attend class meetings
- iii. There shall be two Honor Council Representatives for the first two years of medical school with an additional one for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine
Summary: Serve as a member of the Honor Council.

The Athletic Representatives shall (2):

- i. Recruit and coordinate single-sex and co-ed athletic activities
- ii. Attend class meetings
- iii. Keep class informed of athletic activities
- iv. There shall be a Male and Female Athletic Representative
Summary: Coordinate and advertise class athletic activities.

The Confidential Aide to Students Representatives shall (2):

- i. Attend class meetings
- ii. Serve as a valuable resource to which fellow classmates in need can turn
- iii. There shall be two Confidential Aide to Students Representatives
Summary: Reach out to students and provide resources for additional support when necessary.

The Wellness Representative shall:

- i. Organize class wellness events
- ii. Promote a work-life balance within their medical school class
- iii. Attend class meetings
Summary: Organize class wellness events.

The Historian shall:

- i. Document class events

- ii. Attend class meetings
Summary: Attend and document SOM events.

The Web-master shall:

- i. Maintain the class website
- ii. Attend class meetings
Summary: Maintain the class website.

The Community Service Representative shall:

- i. Organize class community service events
- ii. Work with the MSG VP of Community Service to plan the Day of Community Service (DOCS)
- iii. Attend class meetings
Summary: Organize class community service events and help plan DOCS.