

# 2010-2011 PPMS Directors

Saturday, August 28, 2010  
2:29 PM

## PPMS Directors 2010

*All directors are required to accumulate 75 honors points per semester. In addition, directors must attend 1 social, 1 event hosted by the Professional School Information officer, 1 fundraising, and 1 volunteer event per semester. All directors will be evaluated at the end of each semester for meeting these requirements, as well as any specific position requirements put in place by the overseeing officer. Failure to fulfill requirements in a timely manner will result in probation, during which the director must complete the necessary missing tasks in order to avoid removal from the position.*

### **President**

- Special Events and Programs (2) *(Specific requirements: These directors will be required to assist at all PPMS major events, which include the Networking Dinner, the 5k, Medical Symposium, and the Banquet.)*
  - Assist the President in planning the annual Physician's Forum.
  - Assist the President in planning and executing PPMS events.
  - Report directly to the President regarding all club responsibilities.
  - Assist in special projects as assigned by the President.
- Webmaster
  - Assist the President in maintaining the website and updating it periodically.
  - Assist the President in further improving the quality and usefulness of the website.
  - Report directly to the President regarding all club responsibilities.
  - Assist in special projects as assigned by the President.

### **Vice President**

- Meeting Facilitator *(Specific Requirements: This director must attend each general meeting and be there by 3:45 pm to begin setup.)*
  - Assist the Vice President before and during all membership meetings.
  - Ensure that meeting facilities are properly cleaned following all membership meetings.
  - Report directly to the Vice President regarding all club responsibilities.
  - Assist in special projects as assigned by the Vice President.
- Social Directors (2) *(Specific Requirements: These directors must plan at least one social each per semester.)*
  - Assist the Vice President in planning and executing all PPMS socials.
  - Report directly to the Vice President regarding all club responsibilities.
  - Assist in special projects as assigned by the Vice President.
- Newsletter Directors (2)
  - Create a newsletter for all membership meetings.
  - Report directly to the Vice President regarding all club responsibilities.
  - Assist in special projects as assigned by the Vice President.

### **Professional School Information Officer**

- Academic Liaison (*Specific Requirements: This director must plan at least one PSI event per semester.*)
  - Assist the PSI Officer in planning and executing all test preparatory events.
  - Be in charge of the PPMS library and PPMS book buyback system.
  - Report directly to the PSI Officer regarding all club responsibilities.
  - Assist in special projects as assigned by the PSI Officer.
- Peer-Mentorship Program Director (*Specific Requirements: This director must be present at all Pre-Health Week events, and will be responsible for planning at least three Pre-Health week events.*)
  - Oversee the PPMS Peer-Mentorship Program.
  - Assist the PSI Officer in planning and executing Pre-Health Week.
  - Report directly to the PSI Officer regarding all club responsibilities.
  - Assist in special projects as assigned by the PSI Officer.
- Professional School Relations Directors (2) (*Specific Requirements: These directors must each plan at least one school trip per semester.*)
  - Assist the PSI Officer in planning and executing professional school trips.
  - Assist the PSI Officer in fundraising and organizing carpools for professional school trips.
  - Report directly to the PSI Officer regarding all club responsibilities.
  - Assist in special projects as assigned by the PSI Officer.
- Research Liaison (*Specific Requirements: This director must plan at least one event per semester.*)
  - Assist the PSI Officer in planning and executing research workshops for PPMS members.
  - Find available research opportunities for PPMS members.
  - Report directly to the PSI Officer regarding all club responsibilities.
  - Assist in special projects as assigned by the PSI Officer.

### **Secretary**

- Public Relations Directors (5) (*Special Requirements: These directors will be required to table during at least two Late Knights per semester.*)
  - Promote PPMS to the UCF community by tabling twice a week outside of the Student Union.

- Promote PPMS events to the PPMS membership by completing tasks such as hanging flyers, speaking to science classes, hanging banners, updating facebook, etc.
- Report directly to the Secretary regarding all club responsibilities.
- Assist in special projects as assigned by the Secretary.
- In addition, each PR Director will have a specific role assigned to them of the following:

*Tabling Directors (3)*

- *Table for PPMS twice a week outside of the Student Union.*

*Facebook Liaison*

- *Assist the Secretary in updating the facebook whenever it needs to be updated.*
- *Create event pages for upcoming PPMS events.*

*Flyers Director*

- *Hang flyers in HPA before every PPMS general meeting.*
- *Hang any other event flyer in HPA and other designated buildings when the Secretary assigns them.*

- Honors Points Director

- Keep accurate record of all event attendance and Honors Points in a timely manner.
- Report directly to the Secretary regarding all club responsibilities.
- Assist in special projects as assigned by the Secretary.

- Historian

- Collect pictures throughout the year from members.
- Produce a PPMS scrapbook, pictorially documenting PPMS events.
- Assist the Secretary in designing and decorating the PPMS homecoming window as well as the PPMS showcase bulletin in HPA.
- Report directly to the Secretary regarding all club responsibilities.
- Assist in special projects as assigned by the Secretary.

**Treasurer** *(All of the Treasurer's directors will be required to plan one fundraiser each over the course of the year. In addition, they will be expected to attend and assist with the 5k and Relay for Life, as well as all general meetings.)*

- Relay for Life Liaison

- Assist the Treasurer in fundraising and planning for Relay for Life.
- Report directly to the Treasurer regarding all club responsibilities.
- Assist in special projects as assigned by the Treasurer.

- Relay for Life Fundraising Director
  - Assist the Treasurer in planning fundraisers for Relay for Life.
  - Report directly to the Treasurer regarding all club responsibilities.
  - Assist in special projects as assigned by the Treasurer.
- SGA Relations Director
  - Assist the Treasurer in securing SGA funding for special events.
  - Report directly to the Treasurer regarding all club responsibilities.
  - Assist in special projects as assigned by the Treasurer.
- Fundraising Directors (2)
  - Assist the Treasurer in planning and executing PPMS fundraisers.
  - Report directly to the Treasurer regarding all club responsibilities.
  - Assist in special projects as assigned by the Treasurer.

#### **Sergeant at Arms**

- Volunteer Directors (5) (*Specific Requirement: These directors will be required to plan one volunteer event each per semester, and frequent attendance at volunteer events will be expected.*)
  - Assist the Sergeant at Arms in planning and executing PPMS volunteer events.
  - Report directly to the Sergeant at Arms regarding all club responsibilities.
  - Assist in special projects as assigned by the Sergeant at Arms.
  - In addition, each director will have a specific role assigned to them from the following:

##### *Carpool Director*

- *Coordinate with Phone call/sign-up sheet director to determine how many people will be attending and set up carpools prior to event.*
- *Be at the carpool of events that are assigned to you.*
- *Make sure all attending members are aware of exactly what time the carpool is and make sure there are enough vehicles for attending members.*

##### *Events/Rotations Director (2)*

- *Attend as many events as possible.*
- *Get as many members/officers/directors as possible to come to the events.*
- *If another volunteer director is unable to fulfill their duties, serve as their replacement.*
- *Advertise volunteer events.*

##### *Binder Maintenance Director*

- *Make sure the sign-up sheet binder in the PPMS cubicle always has up-to-date sign-up sheets with typed headings for event descriptions.*
- *Put typed sign-up sheets in the Vice President's folder before meetings with appropriate titles/dates/carpool times for events.*
- *Keep directions for the various volunteer locations in the binder at all times.*

*Phone Calls/Sign-up Sheets Director*

- *Call members who have signed up for an event to see whether or not they will be attending in a timely manner.*
- *Collect an up-to-date list of members who will and will not be attending events. This list will be used to coordinate the carpool and inform the attending Director of how many to expect.*