

President

The President is the Chief Executive Officer of the club and is responsible for supervising all operations of the club, including board members and committee chairs and managing the partnership with the UAMS College of Medicine (COM.) The President is an elected member of the Board of Directors and may serve as President for up to two years.

The President responsibilities include:

- Maintains the Club's Mission
 - Supports UAMS COM, UAMS COM Students and UAMS COM Families.
 - Builds community among members.
 - Fosters social and intellectual exchange among members.
- Leaders and Activities:
 - Oversees all club leaders and activities.
 - Is aware of what activities are coming up and ensures that the person in charge is doing their job.
 - Supports the officers and chairs in charge of club programs, events, and activities so that they may do their jobs.
 - Facilitates communication between leaders and among leaders and members.
 - Attends as many club events and activities as possible.
- Membership, Participation and Culture:
 - Leads by example. Maintains and fosters a culture of service to others and kindness. Commits to uphold the club's mission.
 - Engages with club members and volunteers.
 - Plans and presides over general meetings of the membership.
 - Reports on club management, activities, and programs.
 - Prepares marketing emails.
- Relations with UAMS COM:
 - The President is the primary club contact with the University administration.
 - Works to help support the University Administration and UAMS's mission.
 - Maintains a good relationship between the club and the campus community.
 - Looks for ways the club can be of service to the UAMS and to UAMS students and families.
 - Is respectful of University Administrators and their professional authority. Ensures the club "stays in our lane." Is humble and respects Administrators' time and space. When in doubt about doing something that involves UAMS COM or the students, asks permission first.
 - Keeps UAMS COM liaisons proactively informed of club activities and fundraising plans.
- Board of Directors:
 - Presides over meetings of the Board of Directors.
 - Sends out the draft agenda and minutes at least 5-7 days in advance of Board meetings.
 - Ensures that officers and committee chairs perform their duties and train their successors.
 - Sits on other committees as desired.

General Meetings:

- Works with the Marketing and Communications Coordinator to promote attendance and plan the meeting agenda.

- Reviews and ensures the timeline and procedures for Board elections.

Communications:

- Follows, and when necessary updates, the communication strategy for the club and communicates this strategy to the membership, including: the frequency and expected dates of email, how to sign up for events, and the use of our platforms for communicating important or time sensitive information. Currently emails are sent once monthly, except on special occasions, and are sent on or around the first of each month. This helps keep open rates high and members informed and engaged.
- Works with Marketing and Communications Coordinator to post event or volunteer reminders on and Facebook page.

Terminology:

- Uses correct spelling of “UAMS COM Parents Club” (Note the “s” is not Parent’s or Parent).
- Uses the updated name and club logos on all forms and communications.

Transitioning between Presidents:

- Introduces the President-Elect to all the President’s key administrative contacts at UAMS COM and any key vendors.
- Ensure all files, accounts and passwords related to the role of President or overseen by the President are updated and accessible to the incoming President, before turning over the reins.
- Provide an overview of what each major job in the club does so that the President-Elect is well-oriented.

President Elect’s Timeline for Preparing to Take Over as President (while they are still President-Elect):

- When a President-Elect prepares to take over as President in July of the current calendar year, they will begin preparing for the transition in April while they are still President-Elect.
- From April through June, they will do the following:
 - Review all job descriptions
 - Works with the President on transfer of leadership and training of new people
 - Begins working with the Board on plans for the next year, including a budget, programs, activities, and calendar for the next fiscal year.
 - Sends board meeting dates, bylaws, and budget for the upcoming fiscal year to the incoming Board of Directors, who will take over on July 1st.
 - Oversees board transitions by ensuring that outgoing Board members:
 - Update and complete documents related to their positions and activities in shared folders.
 - Update job descriptions.
 - Submit all receipts for reimbursement.
 - Asks their chairs to submit job reports so we maintain up-to-date plans for how to implement our programs and events in the future.
 - Store photos in the club’s main photo album.
 - Train successors: Hand off binders, boxes, supplies. Ensure all outgoing positions teach their incoming positions how to do the job.
 - Confirms that all Google shared folders are “owned” by the club and not the outgoing chairs.

- After July 1, changes over the leadership email and other accounts to the new leadership team and updates passwords, as appropriate.