



# **LATINO MEDICAL STUDENT ASSOCIATION**

## **NATIONAL ELECTIONS INFORMATION AND APPLICATION**

**2018-2019 ADMINISTRATIVE YEAR**

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### **Overview**

Elections will be held at the National Conference in Pomona, California. Elections will be in the afternoon on Saturday, April 14, 2018.

### **Candidate Eligibility**

- In order to be eligible for nomination, the nominee must be a dues paying member of the LMSA.
- Candidates are required to submit the following materials:
  - Application, including and position desired and candidate responses
  - Resume/CV
  - Letter of Good Academic Standing in accordance with respective school policies signed by a school official.
  - Letter of intent
  - Endorsement letter by any current or former National or Regional board member
    - Writer should send to [elections@lmsa.net](mailto:elections@lmsa.net)

### **Candidates Seeking National Committee Appointments**

Prior to the National Conference, the Elections Committee will communicate with each candidate being considered for a National Committee position. At said time, the committee will address the candidate's goals and ideas and how they align with the National objectives for the upcoming administration.

To remain eligible for a Committee Chairperson position, candidates must submit the required documents by the deadline and should attend the BOD meeting on **Sunday, April 10th at 9:00 am** for BOD approval and swearing in. Committee Chairpersons are then expected to participate in the BOD meeting and BOD transition session. As such, candidates should **plan to leave the convention by 4:00 pm on Sunday**. If you have a scheduling conflict you must notify the Elections Committee.

### **Candidates Seeking Elected and Appointed Positions**

Individuals applying for both an elected and appointed committee position will be given lower consideration for a committee position since committee appointments are generally made prior to the election of the National Officers.

### **Application Instructions**

Compile all required documents, including the completed application, and send in one email to [elections@lmsa.net](mailto:elections@lmsa.net) by **April 7, 2018 11:59 EST**. The Elections Committee will review all applications and certify them. Parties submitting late applications for elected offices can only be nominated from the floor once all other candidates' materials have been distributed. All candidates are encouraged to submit their materials early.

# ELECTED NATIONAL OFFICERS

## National President

*Term of Appointment: 1 year*

### A. General

1. Shall be informed of and in agreement with all decisions regarding the LMSA and shall be in communication with and have equal access to all important ancillary personnel.
2. Shall schedule a private meeting with the Executive Director and VCIA and VCEA at the Garcia Leadership and Advocacy Seminar (GLAS, at start of new fiscal year) to ensure adequate transition of the position and familiarity with office operations for all.
3. Shall attend or delegate attendance at meetings where LMSA's representation has been approved by the delegates or BOD when the House is not in session, or the Executive Committee when the BOD is not in session. The LMSA will pay for all such travel.
4. Shall serve as the primary national spokesperson of the LMSA by attending events and meetings of importance to the Association within its financial capabilities as designated by the BOD.
5. Maintain and strengthen relationships between the LMSA and other partner organizations, particularly through representation in alliance relationships alongside work completed by the VCEA and respective sub-committees.
6. Shall work with respective executive committee members to ensure implementation of mandates and resolutions accepted by the delegates.
7. Work with the executive committee and national committee chairpersons to increase involvement, enthusiasm, and diversity of the medical student, pre-medical student, and professional membership of LMSA.
8. Submit recommendations for action to the BOD and to delegates at our annual national conference.
9. Communicate regularly with membership, board of directors, and executive committee through emails, conference calls, and other feasible means.
10. Implement the Executive Agenda, with the input and assistance of the Executive Director, VCIA, and VCEA.
11. Shall assist in the development of an Annual Report along with other officers executive board.
12. Shall co-sign charters for newly chartered chapters.
13. Submit articles to all issues of the *Journal of the Latino Medical Student Association*.
14. Shall preside and give the inaugural address at the formal opening meeting of the LMSA National Conference.
15. Shall give a farewell speech at the Presidents Luncheon at the LMSA National Conference.

### B. National Committees

1. Shall appoint, subject to ratification, all National Committee Chairpersons and present those appointments to the BOD for their ratification at the closing session of the BOD meeting of the LMSA National Conference, as terms expire or vacancies occur.
2. Take primary responsibility for the fulfillment of committee goals and objectives and the implementation of programs administered by National Committees, as approved by the BOD and member delegation.
3. Serve as an ex-officio member of all committees.
4. Shall review the responsibilities of each committee chairperson with them before their appointment.

## **ELECTED NATIONAL OFFICERS**

5. Shall communicate with all committee chairpersons on a regular basis to discuss the progress of each committee's goals and objectives.
6. Shall report on committee progress at each Executive Committee meeting.
7. Shall inform all committee chairpersons of any decisions made by BOD or Executive Committee that pertains to that committee.

### **C. Executive Committee**

1. Shall serve as a voting member of the Executive Committee.
2. Shall report to the Executive Committee on progress of the National Committees and all other areas which the President oversees.
3. Shall relay all decisions of the Executive Committee regarding a particular committee to that committee's chairperson.

### **D. Board of Directors Meetings**

1. Must attend all BOD meetings and submit a quarterly report detailing their activities since the last BOD meeting.
2. Shall present all Presidential appointments to the BOD for ratification. If it is between BOD meetings, such proposed appointees must be confirmed by the Executive Committee before assuming the proposed post.
3. Shall work with the Executive Director to design the agenda and logistics of the BOD meetings.

## ELECTED NATIONAL OFFICERS

### Vice-Chair of Internal Affairs

*Term of Appointment: 1 year*

#### A. General

1. Work with the President in the implementation of the Executive Agenda.
2. Shall officiate for the President in his/her absence or at his/her request.
3. Assume the duties and powers of the President for the remaining term in the case of the President's removal by resignation, illness, death or other cause
4. Submit articles to issues of the *Journal of the Latino Medical Student Association*.
5. Serve as the key person for program development within LMSA. Employs content expertise in evaluation metrics, deliverable goals, sustainability, and long-term planning for initiatives.

#### B. Board of Directors Meetings

1. Is a voting member of the BOD and is required to attend all BOD meetings.
2. Shall employ skills in strategic organizational thinking, long-term planning, resource allocation, and advocacy to update and guide the Board with regard to LMSA's mission-driven student programming work, steward resources and participate in all board-level decisions, represent the needs and leadership of all committees, interest groups, and other programming bodies.
3. Shall provide a typed report at each BOD meeting detailing their activities during the past quarter and any progress or complications regarding the national projects.

#### C. Executive Committee

1. Is a voting member of the Executive Committee.
2. Shall report any updates with the national projects to the Executive Committee.

#### D. National Committees

1. Support all committee and team chairs as they plan and guide the work of their respective committees. This will include planning monthly meetings to assess progress.
2. Work closely with the Community Service Committee to provide support to the regions and chapters regarding implementation of national protocols and programs. This is instrumental in providing measurable outcomes for any grant funding provided for said endeavors. Along with the Community Service Committee, coordinate the National Community Service event at the National Conference
3. Shall serve as a member of the Elections Committee.

## ELECTED NATIONAL OFFICERS

### Vice-Chair of External Affairs

*Term of Appointment: 1 year*

#### A. External Affairs

- a. Improve the collaborations of LMSA with external organizations.
- b. Appoint liaisons to partner member organizations with approval of BOD. Liaisons should be full members in both organizations.
  - i. Liaisons to Partner Organizations *Goal*: Facilitate the exchange of information between LMSA and the respective organization. Serve as main point of contact between the leadership of the LMSA and the respective organization.
  - ii. Objectives
    1. Attend at least one national meeting of the respective organization/ association during their tenure in the position.
    2. Send a letter of introduction to the organization's leadership or main contact and maintain regular communication.
    3. Draft and present a preliminary schedule of the affiliate organization's meetings for the upcoming academic year at the June BOD meeting.
    4. Keep detailed documentation on the organization's activities and events, and advertise that information to the LMSA membership.
    5. Submit articles, with the review of the National President, to the respective organization's newsletters and/or journals to highlight LMSA activities, events, etc.
- c. Advise LMSA liaisons and coordinate their external communication efforts on important current LMSA initiatives, programs, and policy positions.
- d. Address issues concerning LMSA's interaction with other organizations.
- e. Research and identify organizations with which LMSA would benefit from endorsement and/or partnership and recommend these organizations to the Board of Directors.

#### B. MOU's

- a) The VCEA maintains and regularly reviews a record of all of LMSA National's MOUs, contracts, and agreements.
- b) The VCEA is responsible for knowing deadlines, and commitments, and expiration dates on all MOUs, informing the appropriate officer responsible for said commitment, and the ultimate completion of the action.
- c) The VPs give the VCEA any MOUs, contracts, agreements, or documents that need to be approved by the National Board of Directors.
- d) The VCEA informs the VPs about their respective responsibilities with regards to LMSA's active MOUs, contracts, and agreements.

#### C. Executive Committee

- a) The VCEA regularly meets with the Executive Committee composed of the Vice Chair of Internal Affairs, President, Executive Director, and Chief Financial Officer.
- b) The VCEA shall provide updates about all components of the EAB, including upcoming projects and MOUs, contracts, agreements, and documents.

#### D. External Affairs Board

- a) The VCEA meets monthly with the External Affairs Board (EAB), consisting of the VCEA, the VP of Public Relations, the VP of Policy, the VP of Mentorship, and the VP of fundraising.

## **ELECTED NATIONAL OFFICERS**

- b) At the meetings, each VP gives an update about its department. Upcoming projects are discussed, and the VCEA facilitates collaborations between the VPs to ensure said projects proceed smoothly.
- c) Shall inform the EAB of pertinent updates Executive Board



# ELECTED NATIONAL OFFICERS

## Chief Development Officer

*Term of Appointment: 1 year*

- I. General
  - A. Goals
    - i. Respond to membership needs.
    - ii. Incite enthusiasm in the membership for the organization and its purpose.
    - iii. Increase membership recruitment and retention through membership drives, chartering of new chapters, and informing membership of available membership benefits.
    - iv. Collaborate internally between regions and national board.
    - v. Be accessible to external affairs.
    - vi. Enhance membership communication.
  - B. Responsibilities
    - i. Employ skills in strategic organizational thinking and long-term planning for membership recruitment and retention.
    - ii. Evaluate new member recruitment and engagement at the end of each year.
    - iii. Spearhead membership drives for all categories (pre-medical students, medical students, and alumni) of membership.
    - iv. Establish and maintain engagement with Regional Chief Development Officer.
      1. Monitor and evaluate recruitment goals
      2. Schedule and facilitate monthly conference calls
      3. Facilitate membership interaction and networking across chapters and regions
    - v. Communicate regional events, resources, and membership needs or concerns to the Vice-Chair of Internal Affairs
    - vi. Address National's membership concerns and/or requests to Regional Chief Development Officers.
    - vii. Consult with Chief Financial Officer regarding membership fees.
    - viii. Assist the National President and the Financial Committee with the investigation and maintenance of membership benefit contracts.
    - ix. Maintain communication with members
      1. Advertise membership benefits
      2. Inform members on the history and founding principles of LMSA.
    - x. Inspire, challenge, and uplift our members, as well as highlight those chapters and members who exhibit the true strength of this unique organization. Work alongside National Publication Chairs and Public Relations Chair to compile chapter/regional level highlights for distribution.
    - xi. Ensure effective transition to the next Chief Development Officer including current progress and future direction.
- II. Committee Structure
  - A. Chief Development Committee

Consists of Chief Development Chairs from each region. Refer to regional position descriptions.
  - B. Alumni Affairs Sub-Committee
    - a. Goals
      - i. Establish and maintain a mechanism for exchange of information and support between past members LMSA "alumni" and current members of LMSA.

## **ELECTED NATIONAL OFFICERS**

- ii. Work with past alumni to coordinate activities, mentorship, maintaining contact information, planning and promoting LMSA specific events.
- b. Objectives
  - i. Maintain alumni database.
  - ii. Maintain and update a residency survey for distribution to graduating LMSA members.
  - iii. Maintain and update an annual alumni survey regarding changes in career status (positional and location changes).
  - iv. Solicit recent LMSA graduates, encouraging continued LMSA membership as physician/patron members or life members.

## ELECTED NATIONAL OFFICERS

### Chief Financial Officer

*Term of Appointment: 1 year*

- A. General Responsibilities
1. Provide guidance and make recommendations on financial matters affecting the organization.
  2. Collaborate with the National President to prepare and adhere to the organization's budget.
  3. Shall keep and maintain the organization's checking account and ensure proper management of all bank and investment accounts.
  4. Maintain adequate documentation for the organization's finances and finance-related materials.
  5. Manage reimbursements of the national officers, BOD, and national committees in a timely manner.
  6. Collaborate with the National President, the National Finance Committee, and Vice President of External Affairs to establish and maintain financial support for the organization from individual and corporate donors.
  7. Serve as chairperson of the National Finance Committee.
  8. With the National President, the Treasurer shall ensure that the bills get paid.
  9. Shall have signing authority on the organization's petty cash account.
  10. Shall present to the BOD: (1) a financial report of all financial activity from previous fiscal year, and (2) a report of accounts payable and accounts receivable since the start of the new fiscal year, at the Business Meeting of National Conference.
  11. Shall be directly involved in fundraising duties for the National Conference in collaboration with Vice President of Fundraising and/or Regional Fundraising Chair and Regional Chief Financial Officer for hosting region.
  12. Secure consistent funding and/or marketing sources for printing and distribution of publications in collaboration with Publications Chair and Vice President of Fundraising.
  13. Collaborate with Vice President of Fundraising and Vice Chair of External Affairs in maintaining a list of possible corporate and agency sponsors and oversee the application for corporate funding.
  14. Shall maintain 501(c)3 status for the National Organization, and assist Regional Chief Financial Officers in maintenance of their status, as necessary.
  15. Shall maintain and update the LMSA National Treasurer Operations Manual throughout the year, providing the most updated document to new Chief Financial Officer upon transition.
  16. Shall complete full transition of all physical and electronic documents, financial records, account access, and signing authority to new Chief Financial Officer by end of June following appointment of position.
  17. Shall complete full transition of all physical and electronic documents, financial records, account access, and signing authority to new Chief Financial Officer by end of June following appointment of position.
- B. Board of Directors Meetings
1. Chief Financial Officer is a non-voting member of the BOD.
  2. Shall report biannually to the BOD detailing the present financial condition of the organization, including:
    - a. Year-to-date income statement detailing all expenditures and received revenues
    - b. All accounts payable and accounts receivable
    - c. Present bank balance of all National accounts.
    - d. Separate account of any national debts.
  3. Shall present a proposed budget for the fiscal year to the BOD at the June BOD meeting for approval.

## ELECTED NATIONAL OFFICERS

4. Shall present a final fiscal year report for the previous year at the National Conference BOD meeting.
5. Shall review bank statements of previous years, as applicable, and report on management of accounts to the BOD.

### C. National Executive Committee

1. Shall serve as a voting member of the Executive Committee.

### D. National Finance Committee Chair

Chief Financial Officer shall serve as the chairperson of National Finance Committee to address the financial needs and growth of the National organization through communication with Regional Chief Financial Officers from every region; provide guidance to the Board of Directors on matters related to income and expenditures for current operations, and for recommending future fiscal objectives.

#### 1. **Responsibilities:**

- a. Develop and present annual budget for the June BOD meeting and the mid-year financial report at the January BOD meeting.
- b. Review and advise on all budgets submitted by national or regional committees.
- c. Provide guidance and make recommendations to the BOD on any expenditures.
- d. Collect, review, and distribute biannual financial reports from Regional Chief Financial Officers between regions and to BOD.

### E. National Finance Committee

The purpose of the National Finance Committee is to assist the Chief Financial Officer, Chairperson of the Board of Directors, the Vice Chair of External Affairs, and Vice President of Fundraising in establishing relationships between regions to secure the necessary revenue to support National and Regional LMSA activities.

#### 1. **Structure**

- a. Committee will be composed of one Regional Chief Financial Officer from every region (5), the National Chief Financial Officer (to serve as Committee Chairperson), and any additional members of the Organization interested in serving on the committee.

#### 2. **Responsibilities**

- a. Submission and review of biannual financial reports from each Regional Chief Financial Officer.
- b. Serve as resource in collaboration with Vice President of Fundraising and Vice Chair of External Affairs to develop and/or update a corporate outreach plans at the beginning of academic year, with annual evaluation at the June BOD meeting.
- c. Foster collaboration with Vice President of Fundraising and Vice Chair of External Affairs to maintain and update the database of actual and potential corporate sponsors, in addition to a corporate solicitation, marketing and sponsorship packet
- d. Collaborate with Vice President of Fundraising to make available to regions and chapters all possible fundraising opportunities and information.

# ELECTED NATIONAL OFFICERS

## Chief Information Officer

*Term of Appointment: 1 year*

### I. Secretary General

The Secretary shall keep the minutes of all National meetings. Further, the Secretary shall attend to the giving and serving of all notices of the corporation. The Secretary shall properly keep, or cause to be kept, the record books of the Corporation. In general, the Secretary shall have all duties incident to that office, as well as other such duties as the Executive Board may determine from time to time.

#### A. General Responsibilities

1. Ensuring the meeting minutes are transcribed, edited, and distributed in a timely manner.
2. Assisting the National president with BOD national emails.
3. Shall assist the National President in the compilation of the monthly National President's newsletter, if requested.
4. Shall sit on the Internal Affairs committee for the compilation of the Policies and Procedures Manual and other documents as necessary.
5. Shall assist in the collection of chapter reports.
6. Shall notify the chair of the Membership committee of the status of all chapter reports two weeks after the deadline date for chapter submissions to the national secretary.

#### B. Board of Directors Meetings

1. Is a non-voting member of the BOD.
2. Shall keep written minutes of the BOD meetings, shall maintain audio recordings of said minutes, and documents submitted for national BOD meetings.
3. Assure that BOD minutes are kept close to verbatim including recording exact, verbatim motions, i.e. Action Items, at each BOD meeting, along with the maker and second of the motion. Submit them to National President for review. Once note editing is complete, shall distribute minutes to the organization.
4. Shall compile all recommendations submitted to the BOD within BOD reports and distribute them to the BOD members as the Chairperson distributes the meeting agenda.
5. Shall maintain a roll of all BOD members in attendance at each BOD meeting.
6. Shall manage the BOD listserv for the distribution of quarterly committee and officer reports.
7. Shall work with National President to schedule BOD meetings and set the agenda.

### II. General (Parliamentarian)

The Parliamentarian is responsible for the application of Roberts Rules during all meetings and conferences. The Parliamentarian is also responsible for conducting all voting and elections, including tallying votes during an election and ushering in newly elected officers. In addition to the above responsibilities, the Parliamentarian is also responsible for updating any amendments to the By-laws and ensuring the accuracy of the By-laws.

#### A. Responsibilities

1. Oversee the Constitution, its interpretation, and its amendments
2. Maintain correspondence with the BOD and Regional Parliamentarians
3. Incorporate amendments adopted into the existing Constitution.
4. Assist with the updating of the Policies and Procedures Manual.
5. Develop and coordinate parliamentary procedure workshops (PPW) for the national and regional level.

## **ELECTED NATIONAL OFFICERS**

6. Prior to the first BOD meeting, shall initiate a review process of all regional constitutions and bylaws that have undergone revision during the prior administrative year to ensure compliance with constitution of the national organization.
7. Shall report the results of the above review process at the first BOD meeting of the administrative year.
8. Shall present and obtain a vote for all proposed amendments during term of office
9. Chair the Constitution and Bylaws Subcommittee of the Internal Affairs Committee.
  - a. Constitution and Bylaws Subcommittee is composed of the 5 regional parliamentarians or equivalent position and any LMSA member who is interested in participating in this subcommittee.
  - b. The role of this subcommittee is to relay information regarding amendments and changes done to the regional constitution/bylaws to national parliamentarian.

### **C. Board of Directors**

1. Serve as a non-voting member of BOD
2. Submit a written update to the BOD meetings
3. Application of Roberts Rules during all meetings
4. Conduct all voting and elections, including ensuring quorum, tallying votes during an election, and ushering in newly elected officers.

# APPOINTED NATIONAL COMMITTEE POSITIONS

## General Responsibilities

### **Committee Chairperson**

Committee Chairpersons are non-voting members of the Board of Directors and serve as the representative of their respective National Committee. They are required to attend and participate in quarterly Board of Directors meetings. These individuals coordinate the activities of their committee, Project Coordinators, and Subcommittee Chairpersons.

### **Committee Vice Chairperson**

Committee Vice Chairpersons assist the Committee Chairperson in coordinating the activities of their National Committee, Project Coordinators, and Subcommittee Chairpersons. They are not members of the Board of Directors.

### **Subcommittee Chairperson**

Subcommittee Chairpersons coordinate the activities of a subcommittee of their respective National Committee in accordance with directives from the Committee Chairperson. They actively participate in the activities of their respective National Committee.

### **Project Coordinator**

Project Coordinators direct the execution of a specific national program with directives from their respective Committee Chairperson. They actively participate in the activities of their respective National Committee.

# ***2018-2019 LMSA National Officer Application***

## **National Committees**

### *2018-2019 Administrative Year*

- A. Community Service
  - a. Community Service Chair
  - b. Assist in the implementation and publicity of the LMSA's community service initiatives and community outreach efforts. Oversee accurate tracking and documentation of initiatives and other projects. Work to develop and provide regional and local chapters with resources to implement projects.
- B. Conference
  - a. National Conference Chair
  - b. Work alongside the committee chair to plan, develop, and implement the National Conference in coordination with other National Committee and host regions Conference planning chair.
- C. Development
  - a. Chief Development Officer
  - b. The development committee works to address the needs of the membership by keeping an up to date member database, recruiting new members, establishing new chapters, and making members aware of benefits and opportunities offered by the LMSA. Committee also works to maintain a connection with LMSA alumni.
- D. Elections
  - a. Chair: National President
  - b. The main function of the Elections Committee is to encourage and educate LMSA members interested in running for elected positions as well as ensure that the elections are a just process.
- E. Finance
  - a. Chair: Chief Financial Officer
  - b. Address the financial needs and growth of the National organization through communication with Regional Chief Financial Officers from every region; provide guidance to the Board of Directors on matters related to income and expenditures for current operations, and for recommending future fiscal objectives.
- F. Fundraising
  - a. Vice-President of Fundraising
  - b. Come up with fundraising strategies on a regional and national level. Develop initiatives and resources including reaching out to sponsors, exhibitors, and alumni.
- G. Mentorship
  - a. Vice-President of Mentorship
  - b. Serve as National voice and advocate for pre-medical students and PALS chapters in each region. Works to provide resources and opportunities to premedical members.
- H. Policy
  - a. Coordinate efforts to strengthen partnerships with other organizations and leaders that specialize in issues affecting education, health care, and minority and women's health policy
  - b. Guide regional policy chairs on how to lead and instruct LMSA members to write and develop resolutions. Assist regional policy chairs on the development of regional programming events.
- I. Publications
  - a. Publication Chairs



## ***2018-2019 LMSA National Officer Application***

- b. The publications committee serves as the primary literary body responsible for written distribution of information throughout the organization via web-based and print publications. The National Publication Chairs will coordinate and publish a quarterly newsletter for LMSA. He or she will be the lead Editors of the Residency Guide and assist in the Conference program editing. They will also produce a national edition of the Journal of the Latino Medical Student Organization (JLMSA).
- J. Public Relations
  - a. Vice President of Public Relations
  - b. Committee works on increasing awareness and strengthening the voice and brand of the LMSA on a national level through the media and branding opportunities including social media and the website.
    - i. National Webmaster
- K. Scholarship
  - a. Scholarship Chair
  - b. The purpose of the Scholarship Committee is to develop and assist in the administration of the Association's scholarship programs. The Scholarship Committee shall also be responsible for evaluating scholarship applications and recommending candidates for scholarships to the LMSA-National Board.

# 2018-2019 LMSA National Officer Application

Please read the Elections Information Packet before completing this form.

**Deadline for Submission: April 7, 2018 (11:59 PM EST)**

## Demographics (all fields required):

Name	
Address	
Email	
Phone	
Degree and Year	
Institution	
Region	

## I am submitting credentials for election/appointment to the office of:

### **Elected Positions** (Must submit a **letter of intent**)

- President<sup>#</sup>
- Vice President of Internal Affairs
- Vice President of External Affairs
- Chief Financial Officer
- Chief Informational Officer

# Individuals must have served previously as a member of the LMSA Board of Directors

### **Appointed Positions** (do **NOT** submit letter of intent)

- Committee Chairperson
- Committee Vice Chairperson/Subcommittee Chairperson/Project Coordinator
- Member-at-large

Please rank, in order of preference, which committee you are interested in joining. See the National Committee descriptions in the Elections Information Packet.

1.	
2.	
3.	

# ***2018-2019 LMSA National Officer Application***

## **Candidate Responses**

*Please respond to the following questions. Responses should be limited to less than half a page per question. Paragraphs should be appropriate to the position being considered.*

1. What is your understanding of the responsibilities of the position(s) and/or committee(s) for which you are interested?
2. If elected or appointed, what goals do you hope to accomplish?
3. Describe any chapter, regional, or national experience that you have had with the LMSA. Also include any non-LMSA experience related to your position.
4. In your opinion, what are the national organization's current needs and how will you contribute to fulfilling each of those needs?

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## **Application Checklist:**

*Please check that the following are submitted with your application:*

- Candidate Responses**
- Curriculum Vitae**
- Electronic Photo (Headshot is preferred, as it will be distributed)**
- Letter of Intent**
- Letter of Recommendation (Optional but preferred. Sent to [elections@lmsa.net](mailto:elections@lmsa.net) by writer. Can be a student from LMSA Board)**

**Please note:** Late applications may not be considered.

All communications from the Elections Committee, including Notice of Acceptance, will be transmitted via email.

You will be notified of receipt of your application within three to five days by a member of the Elections Committee.

If you have any questions, please contact [elections@lmsa.net](mailto:elections@lmsa.net)

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