Section 1.01  *Duties of the Governing Council:*

(a) General Duties. Applies to all officers.

   (i) To conduct the business of the Council between meetings;

   (ii) To annually determine the major substantive areas of interest and issues of importance to the Council;

   (iii) To determine, as a Council, the goals and activities of the Council during the one year term;

   (iv) To appoint such committees as necessary to carry out the objectives of the Council;

   (v) To communicate regularly with membership regarding key issues relating to the objectives of the Council;

   (vi) To assist with content development for the Council’s electronic newsletter;

   (vii) To attend the American College of Preventive Medicine (ACPM) Annual Meeting held in February and coordinate RPS conference programming.
(b) Individual Officer Duties:

(i) President:

1) Provide leadership to and coordination of the activities of the Council;

2) Ensure that the goals and objectives of the Council are in line with those of the ACPM;

3) Assist in identifying leadership opportunities for Council Members within the ACPM;

4) Plan and preside over all Council meetings and conference calls;

5) Enhance and facilitate communication between the Council and ACPM leadership and membership;

6) Work with the Young Physicians' Section (YPS) on shared themes such as career development and work with the Medical Student Section (MSS) to provide leadership and mentorship as well as to recruit for future leaders in Preventive Medicine;

7) Prepare the RPS annual report to the Board of Regents;

8) Conduct annual elections of Council officers.

(ii) Executive Vice President:

1) Assist the RPS President with administrative responsibilities and coordination of Council projects;

2) Serve as the chief editor of the Council’s monthly newsletter and coordinate with ACPM to oversee its electronic distribution;

3) Collaborate with ACPM staff to ensure the RPS website is up-to-date with the latest RPS resources (e.g. committee reports, member newsletters);

4) Assist in the preparation of the annual report submitted by the President to the ACPM Board or Reagents;

5) Report news and progress to the Council during monthly conference calls and provide an annual update to the President in February.
(iii) **Vice President of Communications**

1) Record and electronically distribute Council meeting minutes for each conference call or in-person meeting;

2) Ensure ACPM RPS Governing Council bylaws are followed during meetings and update bylaws as changes are approved by the Council;

3) Work with ACPM staff in drafting any communication/updates that are sent to RPS members;

4) Report news and progress to the Council during monthly conference calls and provide an annual update to the President in February.

(iv) **Vice President of Policy and Education**

1) Advise the RPS on legislative and advisory actions from national legislative bodies, senior advisory organizations, and other entities whose decisions impact the field of preventive medicine;

2) Increase awareness of resident opportunities for research, advocacy, and leadership by relaying opportunities for grant funding, publication, presentation, and ACPM advocacy and leadership positions to members of the RPS;

3) Connect RPS members with resources for board preparation, including the ACPM Board Review Course, the American College of Occupational and Environmental Medicine (ACOEM), Occupational Medicine Board Review Course, and Aerospace Medicine reviews;

4) Report news and progress to the Council during monthly conference calls and provide an annual update to the President in February.
(v) Vice President of Membership and Recruitment:

1) Coordinate, lead and host the monthly or bimonthly Community Healers Inspiring Tomorrow (CHIT) Chat webinar series with American Medical Student Association (AMSA);

2) Develop and maintain the Resident Physician Section (RPS) liaison network;

3) Work with the American Medical Student Association, American College of Occupational and Environmental Medicine, American Public Health Association, and other professional bodies to recruit new members from medical schools and residency programs;

4) Report news and progress to the Council during monthly conference calls and provide an annual update to the President in February.

(vi) Immediate Past President

1) Contribute to planning the course of the Association during the year following his/her term;

2) Be available to Council members for guidance and input;

3) Join monthly conference calls when able.