



## AMSA International Executive Committee

### Power & Duties

- The Overall Chairperson (OC)
  - To lead and coordinate activities of the AMSA International Executive Board.
  - To convene and preside over all meetings.
  - To form the necessary committees that shall initiate the activities of AMSA International and to appoint a chairperson for the respective committees.
  - To officially represent AMSA International.
  - To exercise discretionary powers in situations that require immediate decisions and actions, provided that it is not contrary to the objectives of AMSA International, and provided that they inform the member chapters no later than two months after the said decision/action was done, to be ratified by the Executive Board.
  - To preside over the elections for the incoming Executive Committee.
  - To ensure a smooth handover of all affairs of the current Executive Committee to the incoming Executive Committee.
  - To assist and act as an ex-official adviser to the incoming Executive Committee.
- The Vice Overall Chairperson Internal (VOCI)
  - To represent the Overall Chairperson in the absence of the Overall Chairperson for internal matters relating to the Executive Committee, leadership and online meetings.
  - To support the Overall Chairperson with internal matters relating to the Executive Committee, accountability and support for Executive Committee members.
  - To provide support and strategy to Executive Committee members.
  - To provide a point for grievances to be properly investigated.
  - To take over the responsibilities and authorities of the Overall Chairperson in their times of absence.
  - To officially represent AMSA International with the Overall Chairperson.
  - To cooperate in partnership with the Overall Chairperson to lead the Executive Committee.

- To give input to the Overall Chairperson in decision-making processes for the development of AMSA International.
- The Vice Overall Chairperson External (VOCE)
  - To represent the Overall Chairperson in the absence of the Overall Chairperson for external matters relating to external organisations, leadership and online meetings.
  - To support the Overall Chairperson in representing AMSA International.
  - To provide support and strategy in relation to development of AMSA International and new partners.
  - To take over the responsibilities and authorities of the Overall Chairperson in their times of absence.
  - To officially represent AMSA International with the Overall Chairperson.
  - To cooperate in partnership with the Overall Chairperson to lead the Executive Committee.
  - To give input to the Overall Chairperson in decision-making processes for the development of AMSA International.
- The General Secretary (GS)
  - To record the minutes of regular meetings of the Executive Board.
  - To assist the Overall Chairperson and Vice Overall Chairpersons in ensuring that meetings run smoothly.
  - To keep and safeguard all official files and documents of AMSA International.
  - To continually update all files of AMSA International by securing relevant material or reports.
  - To assist the Overall Chairperson and Vice Overall Chairpersons in compiling official documents and reports.
  - To respond to emails addressed to AMSA International and direct them to the Executive Board members concerned if necessary.
  - To initiate contact with organisations which are not currently affiliated with AMSA International if necessary.
  - To collect and file the half-yearly and yearly progress reports from all members of

the Executive Committee.

- The Secretary for Membership and Development (M&D)
  - To formulate the requirements for membership and enlist the membership.
  - To formulate and update the membership regulations of the Association
  - To make recommendation for revocations of membership in the event of violations of the constitution.
  - To promote membership of new member chapters
  - To promote and open activities purposed for the development and welfare of the members
  - To facilitate the setting up of the Executive Committee in new member chapters, working in close collaboration of the RCs concerned.
  - To coordinate and promote public welfare activities intended for further development of the Association.
  - To coordinate and maintain contact with RCs of all member chapters.
  - To act as a liaison between the AMSA International Executive Committee and Regional Chairpersons
  - To attend meetings between Regional Chairpersons
  - To collect regular reports and updates from Regional Chairperson in regards to progress and events held in each Chapter
  - To maintain and update Chapter event database and ensure it is accessible by all Regional Chairpersons and Executive Committee members
  - To liaise with Presiding Chairperson of upcoming EAMSC and AMSC and facilitate communication between AMSA International EC, RC and PC
    - Maintain contact to receive regular updates about the progress of conference organisation
    - To facilitate communication between AMSA International Research and Education branch and Organising Committee to develop the relevant programs in the conference including but not limited to the Masterclass and Publishing of scientific paper competitions

- The Secretary of Finance (SoF)
  - To take charge of the collection of fees and other obligations from the Regional Chairpersons responsible for the collection of fees from their local chapter.
  - To recommend fund-raising programs to the Executive Board.
  - To be responsible for the implementation and coordination of approved charity and fund-raising programs.
  - To keep records of all funds, income and expenditure.
  - To disburse funds necessary for the operation of AMSA International upon discretion of the Executive Board.
  - To prepare an annual report on the financial status of AMSA International. To safeguard all funds of AMSA International.
  
- The Secretary for Publications and Promotions (P&P)
  - To update AMSA International promotional package in which includes booklet, business card, organizational chart, keynote presentation, and video (if necessary)
  - To cooperate with the IT Officer in updating the official website
  - To manage social media of AMSA International
  - To assist publication and promotion of AMSA-Chapters and other ECs using AMSA International social media if necessary.
  - To be responsible for the printing of official publications and documents of AMSA International.
  - To manage AMSA International Booth in EAMSC and AMSC
  - To work in close coordination with the Chief Editor of the Newsletter of AMSA International in promoting AMSA International to medical students.
  
- The Secretary of Academics (SoA)
  - To lead and coordinate the International Research Task of AMSA International, which will be presented during the AMSC every year (with progress reported at the EAMSC) with the aim to be published in the Journal of Asian Medical Students' Association or in other leading national and international medical journals. This

project should include as many member chapters as possible in processes such as research and review.

- To promote and facilitate the intra-national and international sharing of medical and health information, and subsequent exploration and discussions.
  - To support and encourage academic excellence and provoke thought and research amongst AMSA International members through regular academic content in the Newsletter of AMSA International.
  - To ensure the publication of notice of the winning paper and poster presentations from the AMSA conferences in the next issue of the Newsletter of AMSA International to encourage ongoing learning amongst members.
  - To create and coordinate any other relevant projects or activities that aim to promote awareness of international health issues among members of AMSA International.
- The Information and Technology Officer (IT)
    - To be in charge of the development and maintenance of the official website, while collaborating with the General Secretary and the Secretary for Promotions and Publications in publishing and updating its content.
    - To collaborate with the Chief Editor of the Newsletter of AMSA International in promoting AMSA International to medical students.
    - To regularly report web usage and monitoring server performance.
    - To initiate activities that will improve the IT skills of members of the Executive Board.
    - To recruit manpower when necessary in discussion with the Overall Chairperson and Vice Overall Chairpersons.
  - The Director of Asian Medical Student Exchange Program (AMSEP)
    - To direct and encourage the Asian Medical Student Exchange Program (AMSEP) among the member chapters.
    - To create a suitable and systematic structure of exchanging medical students among AMSA International member chapters or any non-AMSA International

affiliated medical schools in collaboration with the Secretary for Membership and Development.

- To be responsible for the implementation of AMSEP activities.
- To facilitate every member of AMSA International to fulfil their needs in AMSEP activities.
- To regularly update the Executive Board on the progress of AMSEP.
- The Secretary of Marketing & Sponsorship (M&S)
  - To organise sponsorship and to collaborate with the Secretary of Finance to conduct fund-raising activities for AMSA International.
  - To maintain contact and records of any sponsors of AMSA International.
  - To contact the media in collaboration with the AMSC and EAMSC Organising Committee in order to promote AMSA International.
  - To initiate contact with organisations that do not have existing affiliations with AMSA International, working in close collaboration with the Vice Overall Chairperson External.
  - To participate and represent AMSA International in conferences or meetings of organisations that currently liaise with AMSA International, especially in the case where the Liaison Officer concerned is unable to be present.
- The Chief Editor of The Newsletter of AMSA International (CEN)
  - To be in charge of collecting, compiling and publishing content for the Newsletter of AMSA International.
  - To recruit and coordinate a team if necessary, to assist in the publication of the Newsletter of AMSA International, with consent of the Executive Committee.
  - To be responsible for the continuity of the Newsletter of AMSA International.
- The Liaison Officer to the Association of Southeast Asian Nations (**LO ASEAN**), the Liaison Officer to the European Medical Students' Association (**LO EMSA**), the Liaison Officer to the International Federation of Medical Students' Associations (**LO IFMSA**), and the Liaison Officer to the World Health Organization (**LO WHO**)
  - To establish and maintain mutual understanding and cooperation with

representatives of organisations that are affiliated or related to AMSA International.

- To make recommendation to the Executive Board about the status of the relationship and any progress that is required for the benefit of both organisations.
  - To represent AMSA International at meetings or conferences of their respective organisation.
  - To search for any possibilities of cooperation and create any needed memorandum of understanding to be accepted by the Executive Board.
  - To distribute useful resources by the result of relationship between AMSA International and their respective organisation.
  - To coordinate any projects or activities held jointly by AMSA International and their respective organisation.
  - To discuss with the Secretary for Membership and Development when necessary, about potential recruitment of new members.
- The Liaison Officer to the Asian Medical Students' Association Alumni Club (LO AMSA-AC)
    - To liaise with the Secretaries of the Asian Medical Students' Association Alumni Club (AMSAAC).
    - To liaise with the local chapters of AMSA International in matters relating to alumni.
    - To work in close collaboration with the Presiding Chairperson and Organising Committee of the upcoming AMSC in organising the Alumni Night and other AMSAAC activities.
    - To suggest potential opportunities of collaboration between AMSA International and AMSAAC.
    - To assist in the maintenance of the AMSAAC membership database with the aid of the Secretaries of AMSAAC and the Regional Chairpersons.
    - To update the AMSAAC membership database after every AMSC.
  - The Editor in Chief (EiC) of the Journal of Asian Medical Students' Association (J-AMSA)
    - To lead and coordinate the Journal of Asian Medical Students' Association (J-AMSA).





- To finalise the Editorial Team of J-AMSA through mutual discussion with Associate Editors of J-AMSA.
- To advise the Associate Editors of J-AMSA in the process of accepting and rejecting papers.
- To guide (by formulating guidelines and agendas) and monitor the workshops conducted by the Associate Editors of J-AMSA.
- To train Associate Editors and Editors of J-AMSA in the usage of the Open Journal System when considered necessary.
- To conduct quarterly meetings to evaluate the performance of the Editorial Team of J-AMSA.
- To explore opportunities of partnerships with conferences including the AMSC and EAMSC.