CMDA E-Board Positions

**President**:

 The primary role of the President is to lead the weekly meetings, to help define the overarching vision of the club for the year, and to make sure that the all club-related events and activities maintain the spirit of that vision. After defining the vision, the President spends the bulk of their time focused on preparing the message for the weekly meetings. In the event of a tie in any election, poll, or major decision, the President serves as the tiebreaker.

As the weekly meetings take the format of a Bible study, and the messages take the form of mini-sermons, the President should be an individual who feels comfortable leading a Bible study on a regular basis by coming up with a 20-30 min message to the club based on a passage of Scripture, asking discussion questions, and answering any questions that may arise during the meeting. The President is able to open the responsibility of preparing the weekly Bible study to other Board members as needed. It follows that the President is expected to attend the vast majority of the weekly meetings.

**Vice President**:

 The primary role of the Vice President is to foster the CMDA community on campus by connecting with members on a regular basis and assisting the President with running the weekly meetings. CMDA provides a unique space for students to be vulnerable about the highs and lows of their time in medical school, and there will be seasons where certain members may need someone to check-in with outside of the weekly meeting. These one-on-one check-ins are vital to developing the culture of community CMDA is known for and it follows that the Vice President should be someone enthusiastic about building these types of relational connections. The Vice President should be well-acquainted with the resources RVU makes available for student support, so that they know where and whom to refer students. The Vice President is expected to attend the vast majority of weekly meetings. In the event that there is no Vice President, the President absorbs these duties.

**Treasurer**:

 The primary role of the Treasurer is to manage the financial matters of the club. The Treasurer will head any fundraising efforts for the club, as well as Muffin Ministry. The Treasurer will coordinate with the Secretary (or any other Board member) to request reimbursements. Attendance at the weekly meetings is highly encouraged.

**Secretary**:

 The primary role of the Secretary is to maintain effective communication. This extends not only within the E-board by updating the RVU CMDA Google drive, but also making any changes to Bylaws and Officer duties through the appropriate channels. The role of the Secretary is to serve as the main contact person between the current E-board and CMDA members, and for any cross-campus events involving the Utah campus. Attendance at the weekly meeting is highly encouraged. In the event that there is no Secretary, the Treasurer absorbs those duties.

**Creative Director**:

 The primary role of the Creative Director is the one more heavily involved with RVU Student Affairs, IT, and the RVU Marketing Department to make sure all marketing materials are approved, printed, and distributed in a timely manner. They will assist the Treasurer in fundraising efforts. If they have a musical background, they are welcome to lead live worship during Bible study, but not necessary for selecting this position. The position is intentionally created to provide flexibility and assist where needed. Attendance at the weekly meeting is highly encouraged.

**Communication Outreach Director**:

The role of the Communication Director is to assist with points of contact such as event speakers and Western Regional Manager of CMDA. This role entails finding, at minimum, a time for an annual meeting with Western Regional Director of CMDA. This role also includes maintaining communication with speakers. The Communication Outreach Director will be running the social media page and work on setting up volunteering and outreach opportunities throughout the year. Attendance at the weekly meeting is highly encouraged.

**First-Year Representatives**:

The primary role of a First-year representative is to give up-and-coming CMDA members that are interested in a future board position, the opportunity to take a more active role in the club. The number of representatives can be assigned by the current E-board per year. Typically, there have been 3-5 representatives. All representatives will be given the opportunity to deliver a message at the weekly Bible study. Attendance at the weekly meeting is highly encouraged.

**Third-Year Representative:**

The primary role of a Third-year representative is to provide support to the current E-Board. This representative is not required to attend weekly meetings but is encouraged to attend Board meetings as requested by the President. They can provide said support online if said representative is rotating out-of-state.