

MSTP Council Charter

Members of the Council:

Each class between years 1-6 will elect 1-3 representatives to the council. Each class after year 6 will be encouraged to have 1-3 representatives on the council. The term of office for a representative will be one year. No limit will be placed on the number of terms any person is able to serve. Council will welcome participation from students other than those elected, who will serve as non-voting members.

It will be announced at the August monthly meeting that each class will need to choose their representatives by the September Council meeting. Each class will be responsible for choosing their own representatives, either by accepting volunteers, holding an election, or by asking the MSTP Director to appoint representatives.

The MSTP Director will attend Council meetings as a non-voting member, and Associate and Co-Directors are also encouraged to attend. The Director will authorize financial support and coordinate logistical support by the MSTP administrative staff to promote Council activities and initiatives.

Officers

The leadership of the council will consist of a President, Vice President/Treasurer and Secretary.

The responsibilities of the President include calling meetings, setting the agenda for the meetings, distributing the agenda prior to the meetings, running the meetings, and communicating with the MSTP Director and Steering Committee.

The responsibilities of the Vice-President/Treasurer include assuming the responsibilities of the other officers in their absence and coordinating the activities of the standing committees with the various committee chairs. The Vice President/Treasurer role will also consist of maintaining the budget for the MSTP Council and overseeing the MSTP sub-group budgets. The Vice President/Treasurer will work with the MSTP Administration to facilitate financing for the MSTP council.

The responsibilities of the secretary include recording the minutes of the meeting, distributing the minutes of the meeting to the MSTP as a whole within a week of the meeting, presenting those minutes at the next meeting, and organizing any correspondence required by the council.

It will be the responsibility of outgoing officers to serve incoming officers in an advisory role during the fall semester. Particularly, outgoing officers will assist in developing the goals of council for the upcoming year, setting the council calendar, and transferring other duties to incoming officers. A meeting of outgoing and incoming officers during the fall semester will serve this purpose

Election of Officers

At the September council meeting, the members of the council will nominate members of the council for the various leadership positions. If a position is sought by more than one person, an election for that position will be held at the September monthly meeting.

The term of office for each position is one year. Any member of the council is eligible to hold any of the offices except for president. The president must be chosen from a member of the third year class or higher, and must have served as an MSTP Council representative for at least one year

Relationship of Council to the Committees

The committees and committee chairs for each year are formed at the first meeting of Council in

each academic year, in August or September.

Each committee is required to send one member to each Council meeting to report on the activities of their committee to the Council. The committees will make recommendations to the Council concerning any actions they wish to take. After discussion, Council will vote on whether to accept, reject, or table the recommendation for further discussion.

The Council will be responsible for setting up at the beginning of each year a planning calendar that includes a time frame for recommendations from each committee. The Vice President of the Council will be responsible for coordinating this time frame with the committee chairs.

The Council has the power to form limited committees as needed for any special projects that arise during the year. The formation of these committees will be overseen by the Vice President of the council.

Format of Council Meetings

The meetings are open to any member of the MSTP body, although only council representatives have a vote.

The agenda of the meeting will include the following elements:

- Establishment of quorum: Quorum shall consist of one more than half of those representatives expected to attend the meeting. A representative that informs the Council President prior to the meeting that he/she will not be attending the meeting does not count in the establishment of quorum.
- Setting and approving the agenda for the meeting
- Reading and accepting the minutes of the previous meeting
- Committee Reports
- Director's business to the council
- Any miscellaneous or special business

MSTP Council and other Programmatic Functions

MSTP Council positions, committees and their functions:

Executive Positions

1. President of MSTP Council

The president will serve as the point person for the Director to approach concerning new initiatives, student activities and coordination of events in the MSTP. The President may recruit assistance from other students to assist in coordinating events. The President must be chosen from a member of the third year class or higher, and must have served as an officer or committee chair in MSTP Council for at least one year.

The responsibilities of the President include calling meetings, setting the agenda for the meetings, distributing the agenda prior to the meetings, running the meetings, and communicating with the MSTP Director and Steering Committee. The president can also call additional meetings or create ad hoc committees as needed.

2. Vice President/Treasurer of MSTP Council

The Vice-President/Treasurer assumes the responsibilities of the other officers in the case of their absence. The President and Director may delegate responsibility for coordinating certain events to the Vice-President/Treasurer. The Vice-President/Treasurer will be responsible for attending GSC 101 and GSC 102 and maintaining the finances for the MSTP Council in coordination with the MSTP Administration.

3. Secretary for MSTP Council

The responsibilities of the Secretary include recording, presenting as necessary, and posting on the web-page the minutes of each meeting. The secretary will also be in charge of communicating with Dr. Tyler Miller and publicizing Agre Society meetings to MSTP students (More information about Agre Society under committee positions). In addition, the secretary organizes any correspondence required by the council.

4. **Class officers for the following classes:** M1, M2, P1, P2, P3, P4/5. The class officer will be responsible for communicating, coordinating and encouraging participation of his/her classmates in MSTP events, including planning of the monthly meeting activity assigned to the class.

Election of Officers

At the first Council meeting in the fall, the Council will solicit volunteers or nominations for the various leadership positions and then hold an election. Ballots will be cast anonymously and tallied by the president. A majority is required to win an election; if a majority is not reached in the first round of voting, there will be a runoff between the top two candidates. The term of office for each position is one year.

Committee Leadership and Representative Positions

The function of the committees is to organize events and programs concerning the MSTP community. Each committee will be led by one or more chairs. Chairs will have responsibility for planning and coordination of committee functions and recruitment of students to functions. The committee will also involve all interested MSTP students. New committees may be formed and pre-existing committees may be dissolved by popular vote of the Council. Committee chairs give a brief report on activities and plans at each Council meeting. Chairs require approval by the Director for outside speakers or any large expenditures. The Council gives input and aid to each committee as necessary.

Election of Committee Chairs

At the first Council meeting in the fall, Council will solicit volunteers and nominations for the Committee chair positions. Since two or more chairs may share responsibility for a committee, elections may not be necessary. If proposed by the President or another Council member, Council may vote on a resolution to limit the number of chairs in a particular committee. If indicated, a vote will then be held to select the chair(s) of a committee.

Non-elected positions and activities (appointed by the Director or the Steering Committee, or assembled ad hoc by the students):

Internal/Administrative Roles

Class Officers (M1, M2, G1, G2, G3, G4+): Responsible for communicating, coordinating and encouraging participation of his/her classmates in MSTP events. Attendance at all council meetings is expected to represent the needs of their class. Responsibilities also include coordinating with the Monthly Seminar Committee to identify two potential seminar speakers of interest to their respective classes & with the Social Media Chair to provide professional and personal life updates from their class.

M1 Bonding Committee (2 people): Plans social activities for first year students to get together and get to know each other. This committee may be led by the first-year class officer and/or other first year student(s).

Monthly Seminar Committee (2 people): Coordinate with Class Officers to generate a list of potential faculty speakers for seminar events. Proactively schedule monthly seminar speakers for October through May, including booking rooms and ordering food. Advertise events to all MSTP students and faculty via email and calendar invites.

Works in Progress Committee (1-2 people): Coordinate with G2+ students to organize two student speakers per month for October through May, including booking rooms and ordering food. Advertise events to all MSTP students and faculty via email and calendar invites.

MSTP Retreat Committee (2-3 people): Plans the MSTP summer Retreat (plans the agenda, invites speakers, coordinates choice of venue, etc.) in consultation with Council, the Director and Administrative Director. The burden of logistical arrangements such as reservations (venue, lodging, meals) is taken care of by the Administrative Director. Incoming members should be M1-G1 with a required two year commitment, so that the committee consists of incoming and returning members.

Website Chair (1 person): Updates and maintains the CWRU MSTP webpage. Develops content and implements changes in consultation with Council, MSTP Director and Administrative Director. This position will evolve as the MSTP website is updated throughout the year.

Social Media Chair (1 person): Collaborates with MSTP Admin to update the social media accounts (including Instagram and LinkedIn) and highlight student accomplishments and publications. The chair should also solicit photo/update submissions from class officers to celebrate milestones in trainee careers, both professional and personal.

Social Committee (2 people): Organizes social events including the MSTP Holiday Party and additional social events each semester. Examples include biweekly social hours, pumpkin carving, Guardians games, potlucks, and more.

Mental Health and Wellness Committee (2 people): Assesses and seeks solutions to student mental health and wellness needs. This committee organizes and assists with programming and resources to support student self-care, resilience-skill building, and social connectedness.

Near Peer Mentor Committee (1 person): Organizes Near Peer Mentoring events and mentor matches, as well as mentor-mentee events throughout the year.

Recruitment Improvement Coordinator (1 person): Works with MSTP admin, current students, and MSTP Exec to consolidate feedback from incoming M1s about the different aspects of recruitment (outreach/interview sessions/revisit) to implement improvements. Must have been directly involved in admissions/interviewing/recruitment for at least one year.

Recruiting Coordinators (not part of council elections): Work with MSTP admin to lead interview student sessions, i.e., lunch-in-a-box and evening Q&A for applicants. Recruiting coordinators will also be in charge of recruiting enough MSTP students from all years for student sessions. Applications for this position are organized by Crista.

Student/Faculty Governance Committees

Representative to CME (1 person): CME is the Committee for Medical Education. The MSTP representative must engage in ~2 hour long monthly meetings via Zoom. The representative is a voting member on the non-executive CME. The representative will keep the MSTP Council up to date on items discussed at CME meetings and will add a student voice to the CME, as appropriate, to ensure the CME works in the MSTP's interest. Previous discussion points included changes to how elective rotations are evaluated and exemplifies discussion points for MSTP council as a whole. MSTP representatives may also engage with faculty leaders on the CME on specific projects that may interest them. Ideally later G Phase.

Representative to the Dean's Council (1 person): Meetings are on the first Thursday of the month at 12pm in the HEC with Dr. Lia Logio, the society deans, Dr. Wilson-DelFosse, Dr. Rowland-Seymour, and other administrators, as well as student representatives from CCLCM, PA, MD, and MSA programs. The purpose of these meetings is to bridge communication between administration and students about student issues such as safety, curriculum, funding, and events. Must be M Phase.

Representative to Graduate Student Council (GSC) (1 person): GSC is the student governing council representing the graduate students at Case Western. MSTP will have one voting member at GSC meetings. Attendance at GSC meetings is required and updates on changes related to graduate should be reported to MSTP Council. Must be G Phase.

Representative to BGSO (1 person): BGSO is the biomedical graduate student organization, which focuses on professional development and social interactions of biomedical graduate students. Attendance at BGSO and GSC meetings is required. Updates the MSTP Council on BGSO and GSC events. Must be G Phase.

Student Liaison to Faculty Council (1 person): Faculty Council oversees all faculty affairs and serves as the liaison between the faculty and the administration of the University and the School of Medicine. It is composed of elected faculty representatives from each department in the School of Medicine. The MSTP Representative attends Faculty Council Meetings that occur every other month and reports to the MSTP on any discussions that may affect the MSTP program or students. Must be G1+.

Outreach

MSTP Alumni Chair (1 person): Interfaces with the medical school alumni office and MSTP admin to engage our alumni. This includes keeping our students informed of alumni around or visiting campus, who are often willing to meet and share their experiences as physician-scientists.

Advocacy Chair (1 person): Organize advocacy efforts by MSTP students surrounding relevant current issues in the program/city/state/country/world. Example activities include advocacy outreach to local/federal officials and helping MSTP students register to vote.

Community Service Committee (2 people): Organizes community service activities for the MSTP. Targeting 2 events per semester. Recent examples include Metropark trail cleanup, group events at the food bank, organizing a toy drive, serving meals at a men's shelter, and serving dinner at the Hope Lodge.

Affinity Groups

These positions are to be elected by members within each of the affinity groups:

MSTP Women's Group Leaders (2 people): Organize bimonthly Women's Group events for MSTP students. Past events include a BBQ to introduce new students to older years in August/September, an outing to Patterson Fruit Farm, a panel with M4 students, and a luncheon in the spring with female faculty members and physician scientists. Leaders will be decided by Women's Group members, separate from council elections.

URiM Group Leaders (2 people): Organize general body meetings and events for URiM students in the MSTP. Past events include cookouts, boat trips, and more. Leaders will be decided by URiM members, separate from council elections.

MSTPride Group Leaders (2 people): Organize events for LGBTQ students in the MSTP. Past events include Drag Brunch and organizing for Cleveland Pride. Leaders will be decided by MSTPride members, separate from council elections.

AAPI Group Leaders (2 people): Organize events for AAPI students in the MSTP. Past events include attendance at the AAPI Heritage Month Guardians Game and Dumpling Night to celebrate the Lunar New Year. Leaders will be decided by AAPI members, separate from council elections.