

# **MSTP Council**

## **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 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 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 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 of MSTP Council

The Vice-President 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. The vice-president will also help organize the MSTP Monthly Meeting activity hosted by each class according to the established schedule.

### 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.

1. **MSTP Monthly Meeting:** Most MSTP events will be consolidated within the umbrella of monthly meeting. These events will include program functions, e.g. Holiday Party in December, Winter Retreat in January, and the applicant Revisit in March. In addition, each class will be in charge of organizing one monthly meeting activity, such as inviting a speaker or having a clinical skills workshop (eg. Learning how to suture, draw blood, CPR).

The schedule will be as follows: Sept (Optional, Women's group sponsored event or 4th/5th yr. PhD), Oct (1st yr PhD), Nov (2nd yr MD), Dec (Holiday Party), Jan (Winter Retreat), Feb (2nd yr PhD), March (Revisit), April (1st yr MD), May (Celebration for graduating students, hosted by 3rd yr. PhD). The VP will be in charge of oversight for these events (eg. reminding the class), but most of the planning and organization should be done by the class assigned for the month, led by the class officer.

2. **Communications Committee:** Maintains the Case MSTP webpage. Develops content and implements changes in consultation with Council, MSTP Director and Administrative Director. Organizes other communications.
3. **Summer Retreat Committee:** Plans the summer retreat (plans 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. First year students should play a leading role on the committee, but the membership should include at least one member from the upper classes who will provide guidance and advice.
4. **Into to MSTP Committee:** Plans social activities for first year students to get together and get to know each other. The MSTP office will provide financial support (need to request approval). This committee may be led by the first year class officer and/or other first year student(s).
5. **Community Service Committee:** Organizes community service activities for the MSTP. Past examples include working on Habitat for Humanity projects, serving meals at the Ronald McDonald house, working with the Boys' and Girls' club, sponsoring a campus-wide toy drive.
6. **Social Committee:** Organizes social events including the Holiday Party and fun social events during interview and recruitment visits that include current students and applicants. If the budget allows, a MSTP group outing voted on by Council can be

organized with some cost subsidized by the MSTP (Previous activities include whirleyball and paintball).

7. **Student Representative to Faculty Council:** 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.
8. **Student Representative to the Committee on Medical Education.**
9. **Representative to Graduate Student Senate (GSS):** GSS is the student council for the graduate students at Case Western. MSTP will have at least one voting Senator and one alternate selected from the first or second year classes. Any additional participation and attendance to GSS meetings by other MSTP members is also encouraged.
10. **Representative to the Biomedical Graduate Student Organization (BGSO).**
11. **Representative to APSA (American Physician Scientist Association).** Students who are involved in this group may volunteer to serve as a CWRU representative to the national group. The CWRU MSTP does not guarantee support for attendance to the annual APSA meeting. The Steering Committee usually selects two students to attend a national MSTP meeting each year, but most students elect to attend the MD-PhD Student National Meeting in Colorado instead of APSA. However, the selected students may choose the APSA meeting if they wish. In some years, the MSTP may identify additional travel funds to support more student travel, including additional attendance at APSA.

### **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):**

1. **Recruitment Liaisons:** Help organize participation of students in the recruiting process and interactions with applicants.
2. **MSTP Women's Group:** Forum for MSTP women to address women's issues, network with role models, etc. Assembled ad hoc and run by women in the MSTP. Faculty Advisor: Marion Skalweit, M.D., Ph.D.
3. **Winter Retreat Planners:** One or more students and an MSTP mentor are appointed by the Director to work with the Director and Administrative Director to plan and execute the Winter Retreat. The Winter Retreat Planners choose the Winter Retreat Speaker in consultation with the Director, MSTP Council and MSTP Steering Committee (suggestions are solicited from all students and mentors).

4. **National MD/PhD Student Meeting (or APSA meeting):** The Steering Committee chooses one or two students to attend the annual National MD/PhD Student Meeting in Colorado to present their research, network with MD/PhD students from other programs, hear outstanding talks and meet with famous biomedical researchers. The primary criterion for selection of students is scientific accomplishment in the Ph.D. phase. A secondary criterion is service to the MSTP through Council or other activities.
5. **Recruiting Functions:** Current MSTP students are critical to the recruitment of future students. Applicants benefit greatly from the opportunity to meet with Case MSTP students to discuss the program.
6. **Annual Graduation Party and Panel Discussion,** with graduating students as panelists. This event occurs in May, shortly before graduation.
7. **Grant writing information** is provided in an annual workshop at the MSTP Summer Retreat (the exact topic varies from year to year so it is not too redundant). In addition, information is available on the websites of the Case MSTP and Case School of Medicine Graduate Education.