



The University of Alabama at Birmingham

2023–2024 Student Senate and Cabinet Application Cycle

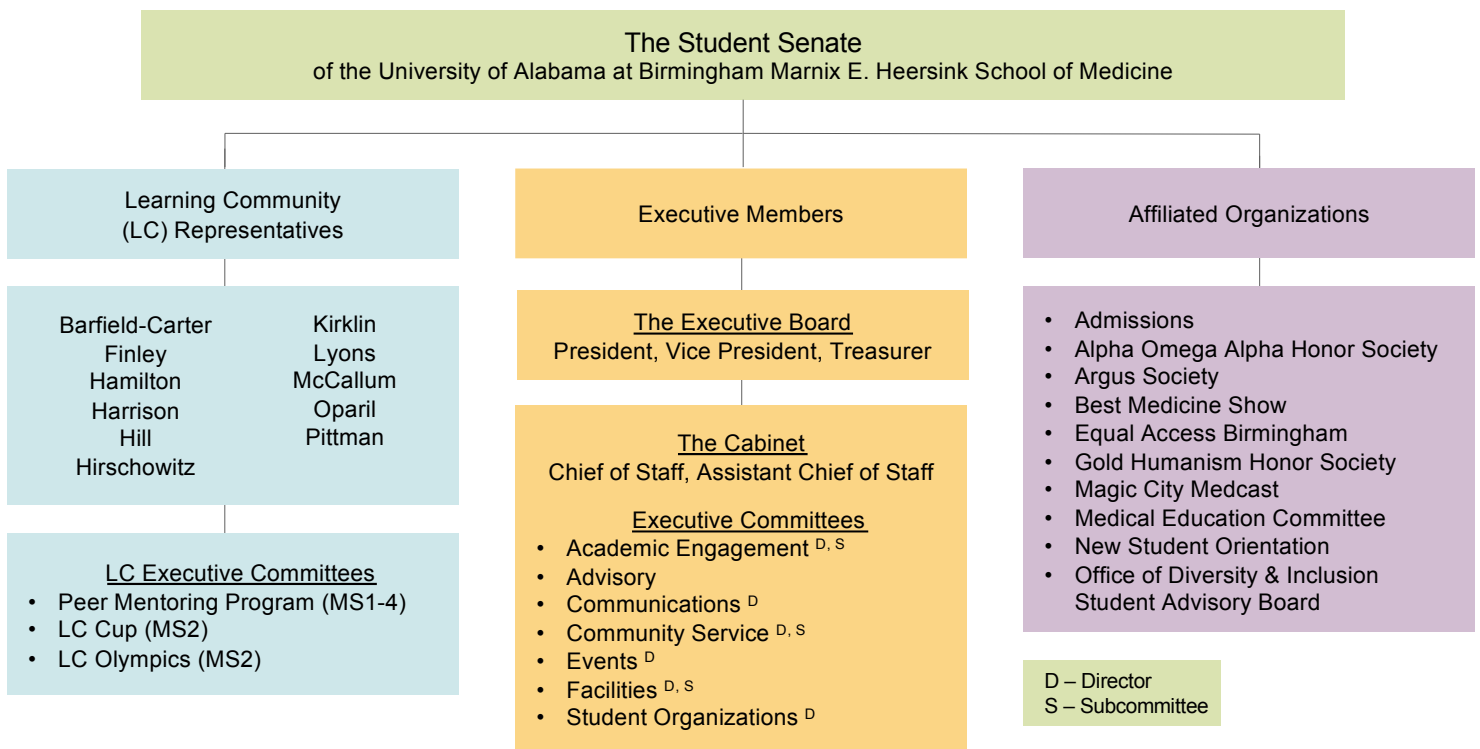
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Reminder: All students that are chosen or elected for a Student Senate or Cabinet position must pay Senate dues prior to assuming their role. All financial information may be found on The Student Senate website at thestudentsenate.com.

The UAB Heersink School of Medicine Student Senate appreciates you taking the time to consider serving as a leader among your peers. We look forward to seeing your applications and if you have any questions during the process, feel free to call, email, or text the Chief of Staff, Paxton Peacock, or Assistant Chief of Staff, Jack Slatton. Good luck!

The Student Senate Organization Structure

(as of July 23, 2023)



Fall Election Timeline

- Wednesday, Sept 6th at 12pm in LRE **or** Wednesday, Sept 13th at 5pm in LRA
 - Required Information Session:

Students applying to serve in an elected position that have not previously served in **any** elected position prior to this application cycle are required to attend at least **one (1)** student information session. These sessions will last no longer than one hour and are intended for students currently serving in these roles to provide insight about their time requirements, responsibilities, and fit within the Student Senate structure. In summary, all MS1s running for an Executive Officer position, LC Rep, or MEC Rep are required to attend. Cabinet positions are not elected by the student body, and are therefore not required to attend.
- September 18th – 23rd at 11:59pm: Applications Open
 - available positions will include:
 - MS1 Executive Officer (President, Vice President, Treasurer)
 - MS1 LC Representatives (2 per LC)
 - Assistant Director of Off-Campus Events (open to MS1-MS3)
 - other “Affiliated Organization” applications (open to the MS1 class)
 - Medical Education Committee (MEC) Representatives (~3-4)
 - Office of Admissions positions (Admission Hosts & Co-Coordiators)
- September 26th – 29th at 5pm: Elections

Spring Election Timeline

*required information sessions TBD

- January 22th – 26th: required information session TBD
- January 29th – Feb 2nd: required information session TBD
- February 5th – 10th at 11:59pm: Applications Open
 - available positions will include:
 - Rising MS2 and MS3 Executive Officers
 - Cabinet Directors and Assistant Directors
 - Orientation Leaders
 - Office of Admissions Positions
 - other Affiliated Organization applications (TBA)
- February 14th – 17th at 5pm: Elections & other Position Selections
- February 20th-24th at 5pm: Applications Open
 - Available positions will include:
 - Rising MS2 and MS3 LC Reps

A student is only allowed to hold one elected position; therefore, these LC Rep positions are elected after officers in case a student would like to run for both.
- February 28th – March 3rd: LC Rep Elections and Assistant Cabinet Director Selections

Student Senate & Cabinet Position Descriptions

STUDENT SENATE

EXECUTIVE BOARD

Class President

The President works closely with faculty and administration on projects concerning all aspects of student life, including campus security, dining, and community service. The responsibility of the President is to represent the student body during meetings with faculty as well as serve as a representative for the School of Medicine at UAB Steering Committees (topics include Rec Center, campus speakers, etc). This position will also help plan and organize the Commencement and Match Day Ceremonies. The class president is a voting member of the Executive Board that gives oversight to all Student Senate activities. This student must attend monthly Senate Executive and Deans meetings as well as biannual meetings with the Dean of Medicine. This requires a large time commitment.

Class Vice President

The Vice President represents the student body at Student Senate and Deans meetings, serves as part of the LC Executive Board, leads class LC rep meetings, and provides input as part of the LC curriculum committee. This position is a voting member of the Executive Board that gives oversight to all Student Senate activities. This student must attend monthly LC Rep, LC Executive, Senate Executive and Deans meetings as well as biannual meetings with the Dean of Medicine. Additionally, this position joins LC Curriculum Committee meetings (3 meetings in an academic year) and leads or assists with any ad hoc committees as required by the Executive Board. This requires a large time commitment.

Class Treasurer

The Treasurer dutifully manages Student Senate finances and represents their class on the Treasury Committee. This individual will assist the Funding Allocation Committee for student organizations and help set the annual Senate budget. Responsibilities will include approval of expenses by Student Senate organizations and collection of student dues among other financial provisions. This position is a voting member of the Executive Board that gives oversight to all Student Senate activities. This student must attend monthly Senate Executive and Deans meetings as well as biannual meetings with the Dean of Medicine. Additionally, this position assists with any ad hoc committees as required by the Executive Board. This requires a large time commitment.

LEARNING COMMUNITY (LC) REPRESENTATIVES

Two representative will be elected for each LC.

Learning Communities are the primary connection point for UABHSOM students. LC Reps are responsible for aiding the organization and implementation of programming that focuses on developing medical students academically, professionally, and socially. Representatives serve as contacts for students to communicate concerns and ideas with their Student Senate, Cabinet, and UABHSOM administration. They serve as leaders of their respective learning community overseeing peer mentoring, LC rep retreats, and the alumni database. LC Reps are tasked with participating in Match Day and Commencement, maintaining the 4th-6th floor lounge/study areas, serving as School of Medicine Ambassadors, and voting in various elections as required by the Student Senate Constitution.

Representatives will attend monthly LC Rep meetings/trainings with the class Vice President, a monthly meeting with LC mentors, and the annual retreat. Additionally, LC Reps are asked to communicate with their faculty and staff mentors at least once per month to update them on events happening in their Learning Community.

Note: If an LC only has 1 rep, they will only have 1 representative vote in Senate decisions.

AFFILIATED ORGANIZATIONS

Affiliated Organizations are those groups that are closely aligned in goals with the Senate constitution and benefit from a strong, working relationship with The Student Senate. Affiliated members and their teams have separate and independent operational structures, Constitutions, and By-laws. They will additionally have their own methods and structure of selecting and evaluating their membership. In general, these organizations will have their own sources of funding, but may be eligible for funding from The Student Senate on-campus account provided agreements are made between the two entities. Affiliated organizations are encouraged and expected to maintain strong communication with The Student Senate about new programming and ongoing initiatives. They will set goals based on various purposes and plans; though where there is alignment with The Student Senate goals, partnership is encouraged. For the purpose of fall and spring application/election processes, The Student Senate provides these organizations a service to disperse their applications alongside the traditional Senate positions for a streamlined student experience. However, all affiliated applications will be forwarded to their respective organizations and will not be reviewed by The Student Senate. These organizations are apt to change without notice. They currently include:

- Office of Admissions positions
- Alpha Omega Alpha (AOA) Honor Society
- Gold Humanism Honor Society (GHHS)
- Argus Society
- Best Medicine Show (BMS)
- Medical Education Committee (MEC)
- Equal Access Birmingham (EAB)
- Magic City Medcast
- New Student Orientation
- ODI Student Advisory Board

THE CABINET

EXECUTIVE OFFICERS

Chief of Staff

The Chief of Staff presides over The Cabinet and serves as The Cabinet's representative on the Executive Board. This student will work with each of the executive committee directors to set annual goals for their position and Cabinet as a whole. The Chief of Staff will conduct The Student Senate elections each year, coordinate each Cabinet committee's responsibilities, and provide guidance when necessary as well as step into the role of Director or Assistant Director of a committee as needed. This position is elected by the Executive Board and will attend each the monthly executive meetings in tandem with leading monthly Cabinet meetings with the option to attend monthly Deans Meetings. This requires a large time commitment.

Assistant Chief of Staff

The Assistant Chief of Staff, similar to other Cabinet committee Assistant Directors, is selected by their respective Chief of Staff (CoS) following an application process. This student will aid the Chief of Staff in conducting elections for The Student Senate and coordinating actions for each of the committee directors. They will attend the monthly Cabinet meetings and serve in place of the Chief of Staff at Executive Board Deans Meetings if necessary. The Assistant Chief of Staff is expected to work closely with the CoS for all duties and responsibilities.

EXECUTIVE COMMITTEE MEMBERS

Each committee will consist of a Director and Assistant Director. Following the selection of Cabinet Committee Directors by the Executive Board and Chief of Staff, each director will select their own Assistant Director via application. The CoS and Executive Board reserve the right to add or remove Directors and/or Assistant Directors with a majority vote.

Directors of Academic Engagement

The Directors of Academic Engagement work closely with the Academic Success and Undergraduate Medical Education offices on a number of projects intended to foster and improve the strong academic environment of UABHSOM. This includes the preparation of board and course study materials, the maintenance and improvement of Student Wiki and other academic resource databases/websites, as well as the general organization of study materials for all current and future students to access. In addition, this committee shall serve as student advocates for scholarly issues to faculty and administration. This position is able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects, and is responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must attend monthly Cabinet meetings and any other meetings necessary to complete communications projects.

Directors of Communications

The Directors of Communications are responsible for updating and maintaining Senate communication procedures. This includes oversight of all emails sent via the MEIS ListServ, the Student Senate website, class photographers, and newsletters. These positions require a creative, assertive person, with ideas for how to improve all student communication at UABHSOM. This position is able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects and is responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must attend monthly Cabinet meetings and any other meetings necessary to complete communications projects.

Directors of Community Service

The Directors of Community Service ensure student access, organizational transparency, and coordination between interest groups and the Student Senate in community service opportunities at UABHSOM. They may assist student organizations in coordinating events with local community service projects or even organize school-wide service opportunities. In previous years, these included learning community service events, blood drives, food drives, and volunteering at Children's Hospital, etc. This position is able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects and is responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must attend monthly Cabinet meetings and any other meetings necessary to complete event planning projects.

Directors of Events

The Directors of Events are responsible for developing an annual timeline of UABHSOM student events. In addition to organizing and facilitating the events in accordance with school, university, and state requirements, the directors work closely with class Treasurers to build a Senate budget. Traditional events to be hosted by the Directors of Events include Welcome Back Party, Halloween Social, Holiday Social, Valentine's Social, and Med Prom. This position is able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects and is responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must attend monthly Cabinet meetings and any other meetings necessary to complete event planning projects.

***New this year:** An Assistant Director of Off-Campus Events will join the current team of Director of Events and Assistant Director of On-Campus Events. The Director oversees all Student Senate events while the Asst Director of On-Campus Events manages the UABHSOM affiliated socials in particular. These include the Welcome Back Party, Volker Hall Holiday Celebration, and Volker Hall Valentine's Social. The off-campus events will include the Halloween Social, Holiday Party, and Med Prom. This new position will give preference to 1st and 2nd year medical students and/or Birmingham campus 3rd years.

Directors of Facilities

The Directors of Facilities oversee student led changes to the infrastructure and equipment within UABHSOM. This position serves as the liaison between students and the administration to improve interests such as parking, printing, elevators, and computers, etc. These directors will also manage cleaning and maintaining the Volker Hall microwaves, study rooms, LC room, Senate room, and storage rooms via LC Rep coordination. All student led initiatives to improve Volker Hall infrastructure will be conducted through the facilitation of these directors. This position is able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects and is responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must attend monthly Cabinet meetings and any other meetings necessary to complete facility improvement projects.

Directors of Student Organizations

The Directors of Student Organizations serve as liaisons for all Student Organizations and the Student Senate. These directors will organize interest group announcements and email them to the UABHSOM student body via Weekly Announcements Newsletter. Additionally, these students work closely with MSS and student org leaders to develop a timeline for fall and spring funding requests with subsequent monetary allocation. Approval of all new student interest groups and coordination with Affiliated Orgs will be conducted through the Directors of Student Orgs. These positions are able to add staff positions, with approval of the CoS and Executive Board, as needed to help execute projects and are responsible for ensuring that members of the committee are upholding their commitment to Cabinet. Directors must create and send the Weekly Announcement emails to students, attend monthly Cabinet meetings and any other meetings necessary to complete student organization projects.

AFFILIATED ORGANIZATIONS

AVAILABLE POSITIONS:

Medical Education Committee

The Medical Education Committee (MEC) oversees the functioning of its subcommittees, ad hoc task forces, and activities concerned with the undergraduate medical education curriculum and the components thereof. The MEC has primary responsibility for curricular planning and oversight and may appoint task forces as necessary to investigate issues of concern. Student membership representing all campuses and years comprise nearly one-third of MEC voting members and are vital constituents of the MEC. Each class nominates 3-4 students to be considered for appointment by the Senior Associate Dean for Medical Education. These students are grandfathered into future terms once they are selected and will have the opportunity to serve on subcommittees/task forces. The only MEC Rep positions currently available are for the matriculating MS1 class.

Office of Admissions

Admissions Host Co-Coordinator:

Co-Coordinators work directly with the Office of Admissions and Enrollment Management to plan and coordinate lunches and tours for potential candidates on interview days. These students will work with the Senate Chief of Staff and Office of Admissions to select Admissions Liaisons, Admissions Committee members, and other necessary student volunteers. They will additionally coordinate and direct Admissions Liaisons for each interview day, assist hosts for any group tours throughout the year, and maintain admissions surveys that are sent to applicants following interview day. With approval of the Executive Board, this position is able to add staff positions to help execute projects and is responsible for ensuring that members of the group are upholding their commitment to Cabinet.

Admissions Host:

Hosts will help recruit students to UABHSOM by welcoming applicants and answering any questions regarding UAB itself, living in Birmingham, academic and clinical rigor, and research opportunities, etc. On interview and/or preview days, Hosts will additionally assist with lunch, giving informative campus tours, and potentially serving on student panels. Students must attend all training sessions or meetings required by the Director of Admissions and serve at a minimum of 2 interview days during the season. A friendly, engaging personality and an ability to navigate through the hospital are preferred. Requires time commitment during the fall and early spring semesters.