

January – December 2017  
NLVS Medical School Chapter Board Application

General responsibilities of a chapter board member include attending monthly chapter board meetings, attending monthly committee meetings, performing the requirements specific to the position, and helping fellow chapter and clinic executive board members strive towards overall success. The time commitment is approximately 5 hours per week. Prior experience with NLVS is not required in order to apply

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
University: \_\_\_\_\_ Year in School: \_\_\_\_\_

Why do you want to be a part of your medical school’s NLVS chapter board?

Please provide a synopsis of your experience with volunteering in general and/or NLVS.

Also, briefly comment on a situation when you truly felt that you made a difference in the life of one individual.

What leadership positions have you held? What will you contribute to NLVS?

What are your 2 strongest qualities? \_\_\_\_\_ and \_\_\_\_\_  
What are your 2 weakest qualities? \_\_\_\_\_ and \_\_\_\_\_

How many a) hrs/week and b) years can you dedicate to NLVS? a) \_\_\_\_\_ b) \_\_\_\_\_  
What other time commitments do you have and what strategies will you employ to ensure you make time for your potential NLVS responsibilities? \_\_\_\_\_  
How many times have you volunteered at the NLVS Clinic? \_\_\_\_\_  
How many patients have you seen at the NLVS Clinic? \_\_\_\_\_

Rank the following positions with a score of 1-6 (1 = extremely interested; 6 = little interest)

\_\_\_ Chapter President                      \_\_\_ Student / Physician Involvement                      \_\_\_ Fundraising / Publicity  
\_\_\_ Patient Services / Health Education    \_\_\_ Community Service / Global Health  
\_\_\_ M1 Student Rep

Why are you interested in the positions for which you provided the highest 2 ratings above?

Thank you for your application!

- Please attach a resume and extra sheets as needed. When sending file (pdf or MSword), please make file name “NLVS Chapter Board App ‘Your School’ ‘Your First Name’ ‘Your Last Name.’” Send to Dr. Vijay Khiani at [nlvsclinic@gmail.com](mailto:nlvsclinic@gmail.com) by **Sunday, October 23<sup>rd</sup>, 2016**.
- **Please note that interviews will take place for those selected in late October / early November.**
- All selected applicants will be required to make a mandatory meeting in early January 2017. Please be sure to mention any potential conflicts in your email.

## NLVS Chapter Board Descriptions

**President:** The president works closely with all the chapter board members to ensure everything is running smoothly, coordinates monthly board meetings with the chapter as well as, meets monthly with the other chapter presidents. The president helps plan events throughout the year (including recruit sessions, community service events, and fundraising events), and helps develop new ways to have students be involved with NLVS, both in and outside the clinic.

**Community Service / Global Health:** This role looks for new venues for community service, where students can get involved with the community and utilize their skills and knowledge. This chair also works to develop long-lasting ties with various community programs such as homeless shelters, soup kitchens, and other healthcare facilities for the underprivileged. Another part of the position is to also help with the “Shared Medical Appointments” education program at the clinic. New for this year will be efforts to develop opportunities in a global theatre as well.

**Patient Services / Health Education:** work closely with committee members to improve and ensure comprehensive patient care in the clinic. The health education and patient services board position is primarily concerned with providing information to patients about health management and NLVS services to current and prospective patients, and coordinating regular, rotating specialty clinics at NLVS. The specialty clinics require recruitment of physicians, optometrists, nutritionists, etc. to provide special services like eye exams, or special information sessions on topics like diabetes management. Shared Medical Appointments is another main duty for this position, planning, recruiting physicians and updating documents for these meetings during a set number of times per year.

**Student / Physician Involvement:** In this position, you are responsible for recruiting and scheduling volunteers for NLVS clinic dates. You will run one volunteer orientation session each semester and answer student’s questions about NLVS and volunteering throughout the year. You will send biweekly reminders to students the week before they are scheduled to volunteer and assist students in finding replacements if they can no longer volunteer on their assigned date. Additionally, you help to recruit new physician volunteers for the NLVS clinic.

**Fundraising / Publicity:** this role is responsible for organizing and advertising fundraising events throughout the year, they primarily work on gala logistics and help find businesses or people willing to contribute goods or services. Additionally, the fundraising chair manages the financial account. They maintain official chapter websites and the Facebook page, and make sure these are coordinated in order to increase awareness about any upcoming events.

**The M1 student rep** serves as a liaison for the M1 student body and the NLVS organization. This includes making themselves visible and available to all students in the class and answering any questions classmates may have. They will also be of assistance in general to the chapter board where and when help is needed.