



January – December 2017
NLVS Executive Board Application

General responsibilities of an executive board member include attending monthly executive board meetings, attending monthly committee meetings, serving as a clinic coordinator 1-2 Saturdays per month, performing the requirements specific to the position, and helping fellow executive board members strive towards overall success. The time commitment is approximately 10 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 the NLVS Executive board as well as the NLVS Free Health Clinic?

Please describe any contributions you have made thus far with NLVS.

What new ideas do you have to improve NLVS? What will you contribute to the NLVS Executive Board?

Please describe any past experiences with free clinics, volunteering societies and/or previous leadership roles.

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 from 1-12 (1 = extremely interested; 12 = little interest)

___ President ___ Vice-President ___ Secretary ___ Treasurer
___ Fundraising ___ Student Involvement ___ Publicity ___ Health Ed
___ Community Service ___ Physician Involvement ___ Patient Services ___ Global Health

Why are you interested in the positions for which you provided the highest 3 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 Exec App ‘Your School’ ‘Your First Name’ ‘Your Last Name.’” Send to Dr. Vijay Khiani at nlvsclinic@gmail.com by **Sunday October 23rd, 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 Executive Board Position Descriptions

President:

The role of the president is to maintain communication between all members of NLVS at the chapter, committee, executive boards, as well as the Board of Directors. The main duty is to coordinate and oversee all NLVS activities and NLVS projects, events and plans.

Vice-President:

The role of the vice president is to assist in overall NLVS and clinic activities and decisions, including working with the president and NLVS CEO closely to weigh in on project proposals and provide guidance to the other exec board members. The vice president also oversees all chapter presidents, and meets with them to discuss the big picture of their chapters and keep them on track for accomplishing goals and projects.

Secretary:

The secretary is responsible for managing the flow of information through the organization. Take notes at meetings, collect and review minutes from all committees in the organization, assimilate notes into a monthly report for the NLVS CEO, maintain the public NLVS email account. Also responsible background work like making sure forms are up-to-date and available at all times, and miscellaneous tasks to further organizational goals. The secretary will also be responsible for undergraduate NLVS chapter organization interactions and planning alongside the vice-president.

Student Involvement:

Coordinates volunteers for all the clinic, fundraising, and charitable events. Conducts orientation and recruitment events twice a year. Fully staffs and maintains volunteers on a weekly basis to go to the clinic. Works with other chairs to help ensure that all events have enough personnel.

Physician Involvement:

The main objective is to have a physician scheduled to volunteer for clinic each Saturday. There is a database of physicians to contact each month and schedule physicians for the next month. The job description entails scheduling the physicians and then contacting them the week of volunteering to confirm their volunteer date. The description includes expanding the physician database. The NLVS Physician Recruitment Committee along with fellow Board members and other committee members recruit physicians. Once recruited, the physician involvement executive member will contact them to help get them set up.

Community Service:

The Community Service Chair coordinates and leads monthly committee meetings, delegates tasks to the committee, and holds committee members accountable for completing projects in a timely manner. The goals of the chair and committee are to provide quality community service opportunities in the local area, to set up relationships with existing programs in an on-going, monthly volunteering basis as well as single projects. In addition, the community service chair will work with the global health chair in coming up with international charitable and volunteering efforts.

Health Education:

The main role of the Health Education chair is to oversee health education projects created by the committee, that take place either at the clinic, at outside healthcare functions and any other information that will be used to educate people in need. The Health Education

Chair along with the patient services chair also, as a big part of their duties plans and executes the “Shared Medical Appointments” health education sessions each spring and fall at the clinic with the help of the entire committee

Patient Services:

The patient services executive role is to ensure that all NLVS patients receive comprehensive quality care and expand the range of sustainable services that are offered at the NLVS free clinic. In addition to coordinating at the clinic, the responsibility of the patient services exec is to lead the patient services/health education committee in projects that improve the quality of care provided to our patients. Some of these projects include assessment of current services offered, patient referral services, translation services and sub specialty clinics.

Treasurer:

The role of the executive board treasurer is multifaceted and involves managing all monetary transactions which includes depositing funds to the NLVS bank account in a timely manner, producing financial reports on a monthly basis and working side-by-side with the fundraising team. Also, this position entails researching for and applying for grants that can benefit our NLVS mission.

Fundraising:

The role of the fundraising chair is to raise sufficient funds through outreach efforts to support the volunteering society and free clinic. –The fundraising chair must work with the committee to plan, organize, and oversee the largest fundraiser of the year, the NLVS Silent Auction & Gala, as well as organize other fundraising events that encompass all six medical schools. Also the fundraising chair must help the committee members develop fundraisers at their own schools.

Publicity:

The publicity chair is responsible for advertising and advocating for NLVS, the free health clinic, and all events affiliated with NLVS. The publicity chair will work closely with all of the committees to have obtain the “pulse” of NLVS and be able to accurately communicate NLVS activities to the public through a regular newsletter in order to provide an NLVS knowledge and presence to all interested people. The publicity chair will also oversee the NLVS websites and all other social media outlets affiliated with NLVS.

Global Health:

This is a new position to the NLVS executive board in efforts to renew the once strong ties to the global initiative we had in the past. The duties for this position would be to begin to establish ties with community service programs globally, to set up relationships with national and international relief efforts in the faces of natural disaster and set plans for students to aid in these efforts by going on mission trips or forming other sorts of support methods remotely.