



AMA-MSS Chapter Chair Kit

You're in Charge! *Now* What?

Dear AMA-MSS Chapter Chair:

Congratulations on taking a leadership role as Chair of your AMA-MSS Chapter! As your Governing Council, we can tell you from experience that although getting something accomplished is sometimes *easier* than you think, the difficulty is knowing *where* to start.

That is why you are holding this document. To give you an in-depth analysis of our entire organization just as you begin your leadership term is inefficient, overwhelming, and could easily be boring. That's not a good start! Included in the following pages are web links that the AMA-MSS Governing Council has determined are the best starting point as you plan your Chapter's agenda for the coming year.

You'll quickly realize that these links are just that – links to content already posted on the AMA website. We chose this method because, long after you lose this Chapter Chair Kit amidst a pile of med school-related rubble in your room, hopefully you'll still have a vague recollection of where to obtain the information you need. Although the amount of content on the AMA site is immense, we're hoping this Kit will make it all a bit more digestible.

So, read on and click ahead. Remember that, no matter what kinds of questions or concerns you may have, this is the most important link to remember:

MSS "Contact Us" Page: <http://www.ama-assn.org/ama/pub/category/5306.html>
Please stay in touch throughout the year, both to ask your questions and share your ideas.

Thank you for all of your efforts this year.

AMA & MSS Organizational Structure

AMA Home Page: *A great place to start!*

<http://www.ama-assn.org/>

AMA-MSS Home Page: *From here you can link to all of the information about our section.*

<http://www.ama-assn.org/go/mss>

What is the overall structure of the AMA? *Our organization can be confusingly complex. If you have any questions about who does what and how things operate, this is the place to find your answers.*

<http://www.ama-assn.org/ama/pub/category/1811.html>

What is the overall structure of the MSS? *Like the AMA as a whole, the MSS has many different committees and leadership positions. To get a good understanding of how your chapter fits into this and who you can contact for help, check out this page and specifically look at your region page.*

<http://www.ama-assn.org/ama/pub/category/15321.html>

What is AMPAC, AMA's Political Action Committee?

<http://www.ampaonline.org/new/pages/Aboutus.aspx?Section=ampbo2>

How can I join AMPAC (\$20/year student membership)? *With the upcoming presidential election, it is important to recruit as many students as possible so our voices are represented in the political process. Additionally, the greater our membership numbers, the more clout AMPAC will bring to the table.*

<http://www.ampaonline.org/new/pages/Membership.aspx?Section=Memfas>

How can I become an AMA member (\$68/4-year student membership)? *Some state and county societies offer free or discounted membership. Be sure to check with them!*

<http://www.ama-assn.org/ama/pub/category/12896.html>

AMA-MSS Community Service

MSS Community Service: *From this page, you can access all of our community service resources.*

<http://www.ama-assn.org/ama/pub/category/30.html>

What is the MSS National Service Project? *Right now, it is Covering the Uninsured and Protecting Access to Care. To learn more and how your chapter can participate, visit this link!*

<http://www.ama-assn.org/ama/pub/category/6192.html>

What is the MSS doing about Health Care Access? *Nearly 46 million Americans are without health insurance. Find out what action the MSS is taking to help!*

<http://www.ama-assn.org/ama/pub/category/11453.html>

What is Cover the Uninsured Week? *The MSS is a national supporter of this project. Find out here how to get your chapter involved!*

<http://www.ama-assn.org/ama/pub/category/16145.html>

What does the Community Service Committee do? *Find out how to use this MSS resource to help your own chapter.*

<http://www.ama-assn.org/ama/pub/category/11905.html>

How can I start a student-run free clinic? *This can be a challenging, yet extremely rewarding undertaking. Find out how the MSS can help you!*

<http://www.ama-assn.org/ama/pub/category/12026.html>

How can I find Project Ideas?

<http://www.ama-assn.org/ama/pub/category/132.html>

How can I get funding for community service using a Chapter Involvement Grant?

<http://www.ama-assn.org/ama/pub/category/112.html>

AMA-MSS Advocacy

MSS Advocacy: *The MSS has nearly 50,000 members. Here are links to key issues important to our section. Consider having a chapter event discussing one of these issues, and maybe invite someone from your state society to speak on the topic.*

<http://www.ama-assn.org/ama/pub/category/105.html>

How can I find succinct summaries of MSS advocacy efforts? (COLA Modules) *This is a great resource for you and your chapter members. These can easily be printed and distributed to members at meetings, and also used as the framework for meeting ideas.*

<http://www.ama-assn.org/ama/pub/category/11653.html>

How are our advocacy efforts are going in D.C.? (Medical Student Insider) *Written by the AMA Government Relations Advocacy Fellow, this eNewsletter will give you an update of healthcare policies on the Hill, and how they will affect you.*

<http://www.ama-assn.org/ama/pub/category/13089.html>

What are the official MSS Policies? (MSS Digest of Policy Actions) *If you are considering writing a resolution, check here to see what policy is already in place in the MSS. Or, if you have a question about how the Section feels on a particular topic, this is the place to check first.*

<http://www.ama-assn.org/ama/pub/category/123.html>

What is the official AMA Agenda? *The hot topics in healthcare that the AMA is addressing*

<http://www.ama-assn.org/ama/pub/category/8659.html>

What are the official AMA Policies? (AMA PolicyFinder) *Similar to the MSS policies, this is a comprehensive listing of all of the greater AMA policies. This is another great place to start if you are considering writing a resolution or are just curious about the AMA's take on a particular issue.*

<http://www.ama-assn.org/ama/noindex/category/11760.html>

How can I write new MSS Policy? *This is an integral part of what we do and how we accomplish business. If someone in your chapter is considering submitting a resolution, be sure to check the Resolution Writing Guide, the Resolution Checklist, and all of the dates and deadlines. Encourage your chapter to get involved in making new policy!*

<http://www.ama-assn.org/ama/pub/category/1575.html>

How can I take action on our policies? (AMA Action Center) *Organize a chapter letter writing campaign to your congressman on an issue after a meeting, or join the Physician Grassroots Network!*

<http://www.ama-assn.org/ama/pub/category/13097.html>

How can I contact my elected representatives and local media? *Get your newspaper or local TV station to cover your chapter projects!*

(CapWiz/AMA Grassroots Action Center)

<http://capwiz.com/ama/home/>

Funding for AMA-MSS Events

What is a Chapter Involvement Grant (up to \$1000/Chapter/year), and how do I apply? *Let the MSS help you put your ideas into action. These grants are available for your chapter to organize projects and events to strengthen your chapter and further AMA policy.*

<http://www.ama-assn.org/ama/pub/category/112.html>

Where can I learn about other Grants, Awards, and Scholarships offered through the AMA?

<http://www.ama-assn.org/ama/pub/category/109.html#grants>

Where can I get fundraising ideas? *Keep fundraising in mind as you plan your year. These ideas can help you afford to send several members of your chapter to the Interim, Annual, Regional, and State meetings.*

<http://www.ama-assn.org/ama/pub/category/14499.html>

Benefits of joining the AMA-MSS

Student Benefits: *There are many, including JAMA, AMNews, advocacy and representation, grants, and awards*

<http://www.ama-assn.org/ama/pub/category/5248.html>

What does the AMA do for me? (Membership Services)

<http://www.ama-assn.org/ama/pub/category/107.html>

How can I learn about and compare residency programs? (FREIDA) *An online database with information on over 8,000 residencies.*

<http://www.ama-assn.org/ama/pub/category/2997.html>

How can I rent a discounted car with Hertz under age 25 without paying extra?

<http://www.ama-assn.org/ama/pub/category/8895.html>

Where can I find good insurance coverage through the AMA?

<http://www.amainsure.com/index.cfm?ContentID=34>

How can AMA help me with student loans?

<http://www.ama.ed-loans.com/index.cfm?bhcp=1>

Getting Involved beyond your Chapter

How do I contact other MSS leaders, and how can I update my contact info?

<http://www.ama-assn.org/ama/pub/category/1671.html>

When and where are the AMA/MSS Meetings, and how can I participate?

<http://www.ama-assn.org/ama/pub/category/28.html>

Where can I find applications for leadership positions and awards? (MSS Opportunities)

<http://www.ama-assn.org/ama/pub/category/109.html>

How can I win funding and fame when my Chapter does a lot? (Chapter of the Year Award)

<http://www.ama-assn.org/ama/noindex/category/14722.html>

How can I send a question or request directly to the MSS Governing Council? (GC Action Form)

<http://www.ama-assn.org/ama/pub/category/16173.html>

Nuts and Bolts of Running your Chapter

Even though it's a little outdated, the 2002 MSS Chapter Guidebook is still an excellent source of ideas on how to effectively run your Chapter. Topics include:

- How to organize the structure of your Chapter
- A general month-by-month timeline of when to do what
- Guidelines and samples for creating bylaws

http://www.ama-assn.org/ama1/pub/upload/mm/15/chapter_guidebook.pdf