

AMA-MSS Ad Hoc Committee on Public Health Guidelines and Responsibilities

Every committee member, including the chair and vice chair, is expected to:

1. Keep all other committee members updated on their current contact information.
2. Respond to e-mails and phone calls in a timely fashion.
3. Inform all other committee members if there is going to be a period of time when he or she will be out of touch (out of the country/on vacation, etc.)
4. Check the Web blog and/or Web site on a regular basis as new updates are made
5. Be kind to and respectful of other committee members.
6. Meet all deadlines, except in the case of extenuating circumstances (in which case an agreement must be reached between the individual and the chair of the committee (or if the chair is having trouble meeting the deadline, then an agreement must be made between the chair and the vice chair) regarding how to handle the situation.
7. Submit a brief bio, contact information, and photograph for the committee's Web site
8. Put together at least one tool kit, (with the help, feedback, and input of other committee members) preferably on a topic that is of interest to that individual.
9. Seek out at least one AMA physician who works in public health to conduct an interview and put together a write-up for the "Profiles of AMA Physicians in Public Health Careers" portion of the Web site.
10. Assist with other aspects of the goals outlined in the previous section above as delegated by the chair or vice chair.
11. Learn a lot, have fun, and work together to make huge strides in public health endeavors!!!

Specific responsibilities based on position include:

Chair

1. Coordinate all communication with the Governing Council, reporting to the Vice Chair of the Governing Council approximately on a monthly basis.
2. Investigate the logistics, expectations, and limitations under which the committee must operate.
3. Coordinate all committee activities regarding the interim and annual meetings.
4. Communicate with the chairs of other committees for the purpose of collaboration.
5. Hold "Think Tank" sessions, serving as a contributor but also as a moderator, among committee members on at least a quarterly basis.
6. Coordinate/delegate the tasks involved with developing and maintaining the Web site.
7. Be available to all committee members for support, feedback, and ideas.
8. Mediate any conflicts that may arise, with the help of the Vice Chair.

Vice Chair

1. Coordinate the assignment of tool kit projects for all members.
2. Provide feedback and support in the development of the tool kits, checking on the progress of the tool kits approximately on a monthly basis (and reporting this information back to the Chair).
3. Be available to all committee members for support, feedback, and ideas.
4. Mediate any conflicts that may arise, with the help of the Chair.
5. Serve in function as the Chair in the Chair's absence.

General Members

1. Inform the Chair and/or Vice Chair of any problems or conflicts relating to the committee that may arise.
2. Potentially head subcommittees, should the appropriate opportunity exist.