

## IPHY EXECUTIVE BOARD POSITIONS

### For ALL positions, the following criteria must be met

- Must have a full academic year left before graduation
- Must be an IPHY major
- Must be willing to mentor a sophomore or junior into the incoming position and review applications for position
- Expected to currently have and maintain a GPA of 3.0 or higher *in the IPHY major*
- *NOTE: every year you will need to reapply if you wish to stay in your position*

### PRESIDENT

- Responsible for ensuring that the Executive Board and its five (5) Officers are aware of and fulfill their responsibilities. This includes, but is not limited to, the following:
  - Comply with applicable policy and procedure
  - Conduct business effectively and efficiently
  - Make members accountable for performance
- Responsible for serving as the IPHY student club face for the organization
- Conduct and promote professionalism in language and behavior, on and off campus, at all times
- Create a culture of positivism, hard work, consistency, and dedication
- Serve as primary liaison between IPHY students and the IPHY staff/faculty—expected to attend at least 1 IPHY staff meeting and 1 IPHY faculty meeting per semester to voice concerns, needs, likes, etc. of the IPHY student body
- Work closely with treasure and faculty mentor on budget and needs of the IPHY student club
- Responsible for coordinating with the IPHY advisors and faculty mentor to help actively recruit local (greater Boulder/Denver area) career-professional guest speakers (such as physicians, physical therapists, chiropractors, personal trainers, endocrinologists, research assistants, etc.) to come in and speak with IPHY students, with the goal of hosting a new key speaker once a month on the same day and time each month

### VICE PRESIDENT

- Responsible for initiating conversations with students about how the IPHY student club can better serve their needs. This can include topics such as, but is not limited to:
  - How to arrange activities that will provide for a more effective use of their time
  - Ensure an effective use of their institutional resources
  - Obtain feedback from the students on ideas for functions that will benefit their success in IPHY
  - Solicit student ideas on the events and activities that they would like to club to organize
- Address the perceptions that students have regarding the disjointed and disconnected experience of outside class activities (such as internships and research activities) by bridging organizational boundaries
- Must understand the Presidential responsibilities and be able to perform these duties in the President's absence
- Responsible for coordinating with the IPHY academic advisors and faculty mentor to actively recruit former IPHY-major students who **DID** go on to pursue graduate or doctorate course study (med school, PA school, PT school, etc.) to come back and speak to current students about what they are doing now with their major, their course of life, etc. with the goal of hosting a new key speaker once a month on the same day and time each month

### **SECRETARY**

- Responsible for all documentation concerning the IPHY student club and its entities
- Responsible for taking minutes and providing minutes to IPHY student club faculty chair, IPHY department chair, and IPHY student club executive board in a timely manner after meetings
- Understand that minutes are to be taken seriously as they can be used as legal documents.
- Keep contact information up to date, as it is critical in order to successfully communicate important information to executive board and IPHY Staff/Faculty.
- Responsible for coordinating with the IPHY academic advisors and faculty mentor to actively recruit former IPHY-major students who did **NOT** go on to pursue graduate or doctorate course study (personal trainers, business corporate positions, pharmaceutical representatives, etc. etc.) to come back and speak to current students about what they are doing now with their major with the goal of hosting a new key speaker once a month on the same day and time each month

### **TREASURER**

- Responsible for working with IPHY faculty on fundraising for the IPHY student club, tracking of finances in excel accounting file, and on voting on allocation of funds
- Handle all financial matters and be aware at all times of the current budget for the IPHY student club and its entities. This includes, but is not limited to:
  - Managing and creating reports.
- Must have strong math skills.
- Responsible for collecting student resumes in the IPHY major and department to turn into the faculty mentor, who will collaborate them all into an IPHY Student Resume Book for other students to reference for guidance

### **SOCIAL CHAIR**

- The Social Chair exists to serve the students and should work in conjunction with the executive board to support the mission of the IPHY student group
- Responsible for working with IPHY faculty, IPHY advisors, and faculty mentor on interacting with the Boulder/Denver community to partner and create social, learning, and networking opportunities for IPHY students. This may range from the creation of new internships and the execution of fundraising projects to engaging the IPHY student club and the students they serve in service-oriented and learning-oriented activities, etc. in fundraising efforts. Examples may include but are not limited to:
  - Engaging community health fairs
  - Arranging keynote speaker talks in health-related topics
  - Creating a fundraiser or sponsorship “ask” letter to send out to health professionals to raise money for the IPHY department
  - Find models for the anatomy lectures and labs for student-use during after-class hours
  - Arranging that the IPHY student club become a part of the Boulder Ironman Volunteer series (a fundraising opportunity for IPHY student club)
- Responsible for making sure at least one IPHY student club executive board member represents the IPHY student club at each event