



UNC AMWHO Executive Board Descriptions

General Executive Board Expectations

1. Hold your position from May 2019-April 2020
 2. Maintain professionalism and accountability.
 3. Properly document all major responsibilities and tips to be passed on such that a successor can follow your steps and replicate your successes;
 - a. Smoothly transition your successor.
 4. Give regular and constructive feedback; act upon that feedback.
 5. Explore opportunities to expand UNC AMWHO beyond current status.
 - a. Be invested in an established yet still growing organization.
 6. Be present, both physically and mentally, at all Executive Board meetings;
 - a. Excepting extenuating circumstances, you must give the President at least 48 hours notice if you cannot attend meetings;
 7. Supporting all fellow Executive Board members in their endeavors.
 8. Relay any sponsorship opportunities to the Director of Finance & Sponsorship.
 9. Provide a biography and photo for the UNC AMWHO website.
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Directors of Campus Affairs (2)

The Co-Directors of Campus Affairs shall serve as the coordinators of all non-conference on-campus activities hosted by AMWHO UNC-CH Chapter. The Co-Directors of Campus Affairs shall:

1. Organize General Body meetings on at least a monthly basis;
2. Organize events in line with the mission of the organization to occur within and outside of the General Body meetings;
3. Coordinate all student recruitment in collaboration with the President and Vice President, including but not limited to: tabling at Fall Fest and in the Pit, classroom announcements, and emailing campus listserv;
4. Assemble staff to assist with campus-facing outreach;
5. Coordinate with the Director of Media on outreach and promotion of Campus Affairs events;
6. Reach out to other UNC-CH student organizations to establish productive partnerships.

Directors of Finance & Sponsorship (2)

The Directors of Finance & Sponsorship are responsible for overseeing the finances of the organization and coordinating all financial activities. The Directors of Finance & Sponsorship shall:

1. Coordinate the creation of an annual budget, handle bookkeeping duties for the year, collect receipts for expenses, collect checks received as conference revenue, write checks, and regularly report on the state of the organization's finances;
2. Source potential corporate and institutional sponsorships;
3. Assist the Conference Co-Directors in satisfying the logistical requirements of the conference at minimum waste and cost;
4. Assist the Conference Co-Directors in other financial matters, as requested;
5. Assist the Co-Directors of Campus Affairs in financial matters, as requested;
6. Ensure the transfer of all budgets, expense records, revenue records, and any other essential materials from the previous treasurer;
7. Take and pass the OT exam administered by the UNC-CH Student Body Treasurer;



American Mock World Health Organization (AMWHO)
University of North Carolina at Chapel Hill

8. Apply for appropriations from the UNC-CH Student Congress each semester;
9. Plan and facilitate fundraising events in coordination with the Board in cases of financial need;
10. Manage the organization's Carolina Union Student Organizations (CUSO) account, external account (BB&T), and any other financial accounts (e.g. Paypal/Venmo) that may utilize or hold club finances;
11. Provide detailed updates of organization finances on a monthly basis or by request from a voting member.

Director and Assistant Director of Media (2)

The Director and Assistant Director of Media is responsible for the overall public relations and media presence of AMWHO UNC-CH Chapter, including conference and Campus Affairs public relations and media. The Director and Assistant Director of Media shall:

1. Coordinate with the Conference Co-Directors in the promotion of the conference, both within UNC-CH and to other universities;
2. Coordinate with the Campus Affairs Co-Directors in the promotion of campus affairs events;
3. Create promotional materials for the conference in coordination with the Conference Co-Directors;
4. Create promotional materials for Campus Affairs events in coordination with the Campus Affairs Co-Directors;
5. Oversee the creation, development, and maintenance of the chapter's website;
6. Assist in creating conference materials including but not limited to the delegate guide, name tags, and placards in conjunction with the Charge D'Affaires;
7. Photograph Campus Affairs and conference events;
8. Manage the social media accounts of the organization.

Charge D'Affaires – Conference Specific

The Charge D'Affaires of the conference are responsible for carrying out the activities required for the conference, in coordination with each other and with the Conference Co-Directors. The Charge D'Affaires shall:

1. Internal (2)

- a. Create the delegate guide in coordination with other Board members, as needed;
- b. Organize general purchases for the conference;
- c. Organize food for the conference;
- d. Prepare conference materials, including but not limited to the delegate guide, name tags, and placards in conjunction with the Director of Media;
- e. Manage facilities and event spaces for the conference;
- f. Carry out any other activities deemed necessary by the Conference Co-Directors.

2. External (2)

- a. Maintain contact with delegates in order to disseminate information leading up to the conference;
- b. Carry out any logistics relating to the organization of the participants of the conference, including guest speakers;
- c. Create forms for registration of the conference and be responsible for any forms that participants may be required to fill out;
- d. Contact and coordinate with hotels;
- e. Handle parking information;
- f. Carry out any other activities deemed necessary by the Conference Co-Directors.



American Mock World Health Organization (AMWHO)
University of North Carolina at Chapel Hill

Dais Director – Conference Specific (1)

The Dais Director is responsible for the overall selection, training, and preparation of dais members for the conference, in coordination with the Conference Co-Directors. The Dais Director shall:

1. Have served as a member of dais (Chair, Vice-Chair, or Rapporteur) at a previous conference or summit;
2. Become familiar and skilled in Robert's Rules of Order and conference layout;
3. Coordinate with the Conference Co-Directors preparation of applications, interviews, and selection of all dais members;
4. Regularly train dais members bi-weekly leading up to the date of the conference;
5. Schedule all meetings in relation to dais trainings;
6. Create all dais training materials in coordination with the Conference Co-Directors;
7. Be responsible for fully preparing dais members by the date of the conference.