



CALL FOR OSR LIAISON APPLICATIONS

Each year, a formal application process enables OSR primary and alternate representatives to apply for a liaison position in which they have a special interest. For each committee with an opening, the OSR Administrative Board Nominating Committee selects a nominee and submits his/her name for review to the committee's chair, who formally appoints committee members.

ALL CERTIFIED OSR REPRESENTATIVES MAY APPLY (Primary & Alternate Reps)

DEADLINE FOR APPLICATIONS IS JANUARY 26, 2009

OSR liaisons must be enrolled medical students at an AAMC member institution and be certified as an OSR primary or alternate representative at the time of application. OSR liaisons must retain OSR primary or alternate representative status throughout their tenure as OSR liaison.

Candidates for OSR liaison positions are expected to have good communication skills, proven leadership in their area of interest, and a strong commitment to expressing the perspective of medical students at large (as opposed to personal opinions).

Responsibilities: The student selected by the OSR to serve in this capacity is the primary link between the OSR Administrative Board and committee. To facilitate communication concerning timely topics of interest to students, the representative must:

- Attend all assigned committee meetings during the term and meet the expectations of the respective committee. It is the OSR liaison's responsibility to be in regular contact with the AAMC staff person who oversees the committee. In addition, the liaison is required to contact the appropriate committee member for the meeting schedule. If the liaison is not able to attend a committee meeting, they need to notify the committee staff person and OSR staff, so that hotel rooms may be cancelled and other arrangements made.
- Stay in regular contact with the OSR Chair-Elect or another designated OSR Administrative Board member to learn of OSR Administrative Board concerns. It is also the liaison's responsibility to provide the OSR Administrative Board with information on issues relevant to their committee assignment.
- Present an OSR update at each committee meeting (obtained from the OSR Chair-Elect or OSR staff).
- Submit a brief meeting update within two weeks after the committee meeting to OSR Staff. This report will be posted on the OSR Web site and distributed to the OSR Administrative Board.
- OSR Liaison appointments are renewable yearly until graduation.
- The respective committee covers expenses related to travel and lodging for committee meetings.

To apply:

1. Submit a completed application, a letter of interest, and current resume/curriculum vitae.
2. Forward your credentials to: Julie Taylor, AAMC, 2450 N Street, NW, Washington, DC 20037-1127, fax: 202/862-6060, jtaylor@aamc.org. If you have questions, call Julie 202/478-4922 or Denine at 202/828-0681, dhales@aamc.org.
3. Request that your Dean (or associate dean or dean of student affairs) separately forward a letter of recommendation on your behalf.
4. Notification of liaison appointments will be announced by late spring 2009.

2009 OSR Liaison Position Openings:**❖ Careers in Medicine Advisory Committee:**

The Careers in Medicine (CiM) Advisory Committee provides guidance and counsel regarding the ongoing development and implementation of the CiM program and on its future direction. Careers in Medicine is a national program that assists medical schools in providing comprehensive career planning services to its medical students. Resources include extensive electronic resources and print materials that guide students through self assessment, exploring career options, choosing a specialty and preparing for and applying to residency. The advisory committee may be called upon at times to assist in a number of areas, including review of new print and electronic resources and other materials being developed to support CiM, representing the CiM program at conferences and meetings, assisting with the training of new CiM liaisons and advisors. In addition to these responsibilities, the CiM student liaison will be responsible for communicating CiM activities between OSR representatives and the CiM Advisory Committee, and where needed, to support additional communication about the CiM program to the medical student population overall. The Advisory Committee meets twice a year in Washington DC; the appointment begins in July of each year.

Current OSR Liaison: Shana Elman, Medical College of Wisconsin, shana.elman@gmail.com

AAMC Staff Contact: George Richard, Ph.D., Program Director, grrichard@aamc.org

❖ Electronic Residency Application Service (ERAS) Advisory Committee:

ERAS was developed to transmit residency and fellowship applications from applicants and supporting credentials from medical schools to training programs using the Internet. OSR representatives are asked to provide input from a student's point of view. Each committee member is asked to provide a brief report (about 5 minutes) to the committee at each meeting, sharing any feedback on their experiences and suggestions for future improvements to the system. This may be collected formally or informally by surveying students who have used ERAS. The Advisory Committee advises AAMC staff regarding policy and implementation and meets twice a year in Washington, DC, usually in February and September. The AAMC covers expenses to both meetings, excluding the AAMC Annual Meeting. Computer expertise is not required, but desirable.

Current OSR Liaison: Bjorn Peterson, Loma Linda U. SOM, bkpeterson@llu.edu

AAMC Staff Contact: Renee Overton, ERAS Director, broverton@aamc.org

❖ Group on Student Affairs – Committee on Student Affairs (GSA-COSA):

The Committee on Student Affairs provides guidance on issues related to medical students, including personal and career counseling and advisement, health services for medical students, the ethical and professional development of students, and preparation of students for the transition to residency training. The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee assists in the development of plans for sessions for the AAMC annual meeting and for professional development conferences for consideration by the GSA Steering Committee. The committee may identify projects such as a health services survey or an infectious disease resource manual for student affairs officers, where an issue is of national importance and interest. In that the committee is advisory to the GSA Steering Committee, it makes regular reports to the Steering Committee and seeks approval of the Steering Committee for special projects.

This committee generally meets in Washington, DC, in late January/early February and in July and in conjunction with the AAMC annual meeting in the late fall (late October/early November). The AAMC will reimburse the liaison's expenses (travel, hotel and meals) for the summer and winter meetings held in Washington, DC. Student liaisons will not be reimbursed for travel expenses associated with the annual meeting, but the AAMC will reimburse the liaison for any costs associated with attending the COSA meeting (i.e., an additional night's hotel stay and associated meals). As the OSR representative, it is expected that the liaison's institution will cover other annual meeting expenses associated with his/her attendance as the school's OSR representative at the annual meeting.

Occasionally, Professional Development Conferences (PDC) will occur during the liaison's tenure on this committee. However, the liaison will only be invited to attend the PDC as a presenter who holds specific subject expertise. In this case, the AAMC will cover the necessary expenses for the liaison to be a presenter.

Current OSR Liaison: Kathryn O'Connor, University of Rochester SOM & Dentistry, Kathryn_oconnor@urmc.rochester.edu

AAMC Staff Contact: April Morrow, Senior Specialist, aamorrow@aamc.org

❖ **Group on Student Affairs-Committee on Student Records (GSA-COSR):**

The GSA Committee on Student Records (COSR) provides guidance on legislative and regulatory issues regarding student records, both during medical school and related to the medical licensure process. The committee receives regular reports from AAMC staff on the status of projects related to student records. The committee discusses issues of national interest that are brought to its attention by GSA constituents or AAMC staff. The committee develops educational and support programs and activities to assist medical school registrars. The committee assists in the development of plans for sessions for the AAMC annual meeting and for professional development conferences for consideration by the GSA Steering Committee. The committee may identify projects, such as a resource manual for student records administrators, where an issue is of national importance and interest. In that the committee is advisory to the GSA Steering Committee, it makes regular reports to the GSA Steering Committee and seeks approval of the GSA Steering Committee for special projects.

The committee meets twice a year in Washington, DC, usually in mid-January and mid-July, in addition to a brief meeting during the AAMC annual meeting in the fall. The AAMC covers expenses to all meetings excluding the AAMC annual meeting.

Current OSR Liaison: Jenny Guido, University of North Dakota SOM & HS, jguido@medicine.nodak.edu.

AAMC Staff Contacts: Henry Sondheimer, PhD, Associate Vice President, hsondheimer@aamc.org
Danielle Gregory, Senior Administrative Associate, dgregory@aamc.org

❖ **Group on Student Affairs-Minority Affairs Section Coordinating Committee (GSA-MAS):**

The GSA Minority Affairs Section (GSA-MAS) is composed of representatives from medical schools who work on issues related to minorities in medical education, including minority recruitment, applicants, enrollees and graduates; academic support, counseling, career advising, and faculty development. The GSA Minority Affairs Section Coordinating Committee provides guidance on all issues pertinent to minorities in medical education as mentioned above. It acts as a conduit of information from the MAS and/or the regional MAS representatives to the GSA and to the AAMC. The MAS is represented on all the GSA national committees and the GSA Steering Committee. The GSA-MAS Coordinating Committee discusses issues of national interest and may identify projects for further study. The coordinating committee plans sessions for the AAMC Annual Meeting and for their professional development conferences. The GSA-Minority Affairs Section is housed in the AAMC's Diversity Policy and Programs. The committee meets three times a year in January and July and during the AAMC annual meeting. The AAMC covers the expenses to the January and July meetings.

Current OSR Liaison: Nathan Chomilo, University of Minnesota Medical School, chom0014@umn.edu

AAMC Staff Contact: Lily May Johnson, Manager, Diversity Policy and Program, lmjohnson@aamc.org

OSR LIAISON APPLICATION TO AAMC COMMITTEES

Please type your information on this form and submit to Julie Taylor, jtaylor@aamc.org

Name: _____ School: _____

Date of Graduation: _____

Address (if the school name is part of your mailing address please include it):

Phone: _____ Email Address: _____

Committee/Area of Interest: _____

Education:

<u>Institution</u>	<u>Degree</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Research or Extracurricular Activities:

Other Qualifications:

Name of Dean providing the letter of support: _____

**Return no later than January 26, 2009 to:
Julie Taylor, AAMC, 2450 N Street NW,
Washington, DC 20037-1127
Fax: 202/862-6060; jtaylor@aamc.org**

If you have questions, please contact Julie 202/478-9922 or Denine at 202/828-0681 or via email.