LiM Student Executive

LiM STUDENT EXECUTIVE 2019-2020:

Co-Chairs: Laura Palmer, Melody Grohs

Professional Development Committee: Dennis Dimond, Will Wilson, Danielle Lynch

Translational Research Seminar Series (TRSS) Committee: Abdullah Al-Ani, Asha Hollis

News & Views Committee: Mufaddal Baghdadwala, Wisoo Shin

Visiting Speaker Series Committee: Emily Macphail, Daniyil Svystonyuk, David Guzzardi

LiM Research Symposium Committee: Courtney Schubert, Jessica Tjong, Rob Moore, Ben Ewanchuk

Social Media/Communications Committee: Nicholas Jette, Jessica Tjong

Social Committee: Stacy de Lima, Cynthia Kahl

Mentorship Committee: Nicole Burma, Dan Berger, Michael Ji

Abstract Review Committee: Khusraw Jamil, Wisoo Shin, Lauran Cole

Affiliate Representative: Michael Ji

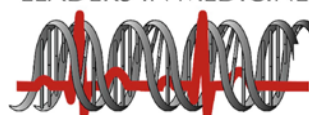**Graduate Representative:** Stacy de Lima

Medical School Class Representatives:
Class of 2022 (Baby Animals) – Erin Degelman
Class of 2021 (Limpkins) – Runze Yang
Class of 2020 (Boops Boops) - Chris Newell

LEADERS IN MEDICINE

INTERESTED IN GETTING INVOLVED WITH THE LiM STUDENT EXECUTIVE?

ELECTIONS
Elections are held annually in January. All positions are open for nomination. Students can only hold one position on the executive, with the exception of class/graduate/affiliate representatives, who may also have a committee position if they wish. We ask that students nominating themselves for committees fill in empty positions before contesting a position (*i.e.* students who nominate themselves early are more likely to attain their first choice). In the event that more than one person wishes to run for a position, we will need to have a formal election procedure with voting done by all members of LiM.

The chair position is reserved for a full member of LiM, while all other positions are eligible to full members and affiliates. The affiliate representative position is reserved only for affiliates. Please note that we do not allow clerks to be nominated for executive positions (aside from carrying forward the position of class representative).

CHAIR & CO-CHAIR (2 YEAR TERM)

1 position each

The role of Chair and Co-Chair encompasses the following responsibilities:

- Oversee and advise the student executive committees
- Oversee, assist with, and advertise all LiM events
- Set a yearly calendar of events
- Represent LiM at relevant events
- Hold executive meetings (2-3 per year)
- Regular contact with all executive members
- Regular contact with the program directors and program advisor

PROFESSIONAL DEVELOPMENT COMMITTEE (1 YEAR TERM)

3 positions

The role of the Professional Development Committee encompasses the following responsibilities:

- Organize monthly workshops that enhance professional development skills and key competencies to becoming a clinician-scientist
- Communicate with LiM students about areas of need to organize sessions around

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TRANSLATIONAL RESEARCH SEMINAR SERIES COMMITTEE (1 YEAR TERM)

2 positions

The role of the TRSS Committee encompasses the following responsibilities:

- Schedule monthly lunchtime meetings (first Tuesday of the month)
- Recruit 3 LiM student presenters for each month
- Provide guidelines and expectations to presenters
- Book rooms and AV equipment as needed
- Advertise each TRSS session via e-mail
- Bring attendance sign-in sheet

NEWS & VIEWS COMMITTEE (1 YEAR TERM)

2 positions

The role of News & Views Committee encompasses the following responsibilities:

- Schedule lunchtime meetings every 3 months (last Tuesday of the month)
- Recruit 2-4 LiM student presenters for each month (2 "hot topic" presentations with 2 presenters per topic)
- Provide guidelines and expectations to presenters, as well as feedback on proposed topics
- Book rooms and AV equipment as needed
- Advertise each News & Views session via e-mail
- Bring attendance sign-in sheet

VISITING SPEAKER COMMITTEE (1 YEAR TERM)

2-3 positions

The role of Visiting Speaker Committee encompasses the following responsibilities:

- Invite guest speakers (both local and external (1-2 per year outside of Calgary)) to give presentations to the LiM program, typically at lunchtime depending on speaker availability
- The topics of the presentations can range from specific research areas to career planning, work-life balance, translational research career planning etc.
- Book rooms and AV equipment as needed (should be done approximately 3 weeks in advance to get a room large enough)
- Advertise the visiting speaker via e-mail and collect RSVPs
- Collect RSVPs with a deadline of one week prior to event
- Order food for the event

- Organize a thank you card and obtain a LIM gift
- Coordinate funding for travel and accommodations for out of town speakers

SYMPOSIUM COMMITTEE (2 YEAR TERM)

4 positions total (2 positions per year)

The role of Symposium Committee encompasses the following responsibilities:

- Organize and oversee the annual LiM Symposium
- Form a subcommittee to help on the day of the event (i.e., volunteers to assemble the abstract booklet, to recruit judges, operate the registration table etc.)
- Send out a call for abstracts, review the abstracts in collaboration with the abstract review committee, and select 5-6 for oral presentations
- Recruit judges for the oral and poster presentations
- Book a lecture theatre, the HRIC atrium, and poster boards
- Invite a keynote speaker (with the Visiting Speaker Committee)
- Order food and beverages for the poster session

COMMUNICATIONS/SOCIAL MEDIA COMMITTEE (1 YEAR TERM)

2 positions

The role of Communications/Social Media Committee encompasses the following responsibilities:

- Send out a newsletter at the beginning of each semester advertising upcoming events and recent accomplishments by LiM students
- Grow and maintain LiM presence on social media (Facebook, Twitter, Instagram, etc)
- Enhance engagement on LiM social media pages
- Update and maintain LiM website when available from the University of Calgary

SOCIAL COMMITTEE (1 YEAR TERM)

2-3 positions

The role of Social Committee encompasses the following responsibilities:

- Plan and oversee social events for the LIM program
- Typically, 3-4 social events occur each year. Examples include: Grad dinner (in May), Welcome to LiM Coffee social (in summer), Pub Night and Fall Festival
- Advertise the social events via e-mail and collect RSVPs

LEADERS IN MEDICINE

- Advertise the social events via email and collect RSVPs

MENTORSHIP COMMITTEE (1 YEAR TERM)

2-3 positions

The role of the Student Mentorship Committee encompasses the following responsibilities:

- Organize and coordinate LiM student mentorship events (such as roundtables)
- Provide guidance on how to be an effective mentor (sessions/readings)
- Work with program Chairs and Director to establish effective Faculty Mentorship

ABSTRACT REVIEW COMMITTEE (1 YEAR TERM)

3 positions

The role of Abstract Review Committee encompasses the following responsibilities:

- Reviews abstracts for LiM symposium and CITAC, format according to guidelines, decide by committee which abstracts will be chosen for oral presentation for the LiM Symposium

AFFILIATE STUDENT REPRESENTATIVE (1 YEAR TERM)

1 position (1 LiM affiliate member)

The role of the LiM Affiliate Representative encompasses the following responsibilities:

- Acts as a liaison between LiM affiliates and the LiM program

GRADUATE STUDENT REPRESENTATIVE (1 YEAR TERM)

1 position (LiM graduate student members)

The role of the LiM Graduate Student Representative encompasses the following responsibilities:

- Act as a liaison between the LiM graduate students and the LiM program
- Coordinates communication and social events with graduate students
- Help create a sense of community with graduate students in the program

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MEDICAL CLASS REPRESENTATIVE (3 YEAR TERM)

1 position (full LiM member and part of 2022 medical class)

- Act as a liaison between the MD classes and the LiM program
- Communicate LiM events to the MD classes
- Communicate UME events to the LiM program
- Encourage the MD classes to participate in the LiM Symposium