PSU & OHSU IHI Open School Chapter
Leadership Team Roles & Responsibilities

Position Title: President

Leadership Team Member Type: Executive Officer

Eligibility Criteria:

- Active participation in Chapter activities the preceding year is strongly preferred
- In the event that more than one qualified person applies for this position, the Leadership Team will consider the option of electing two individuals to serve as Co-Presidents, so long as the applicants commit to collaborate on fulfilling the responsibilities of the position.

Statement of Purpose: It is the purpose of the President to serve as the official student leader of the Chapter. The President is the primary liaison between the Chapter and PSU and OHSU campus communities, the IHI Open School, surrounding university health programs and student groups, and the greater Portland healthcare community.

Ongoing Responsibilities:

- Organize and facilitate Chapter Business Meetings
- Maintain the Chapter e-mail account and appropriately field incoming e-mails
- Ensure the alignment of Chapter activities with mission, vision and goals
- Oversee and coordinate the work of the Leadership Team
- Respond to inquiries, address issues, and offer support to Chapter Officers, Program Representatives, and members as needed
- Attend all Chapter-related meetings and events
- Maintain the organization of current and historical Chapter documents in the Chapter central file repository (Google Drive)
- Facilitate monthly check-ins with Chapter Advisors in conjunction with the other Executive Officers
- Continually strive to build connections within and across PSU, OHSU, and the community, while guiding and improving the functions of the Chapter

Annual Responsibilities:

- Plan and facilitate Chapter Leadership Retreat
- Manage elections and interviews including preparation of Leadership Team applications, contacting applicants, and overseeing the training of incoming Officers and Program Representatives
- Oversee development of annual Chapter budget(s)

Intermittent Responsibilities:

- Represent Chapter at external events
- Administer voting for Chapter Leadership decisions and elections
- Review and update Chapter Bylaws when appropriate (Bylaws are to be

reviewed every other year)

Event-Related Responsibilities:

- Represent and introduce Chapter at relevant meetings and events
- Oversee the submission of budget requests

Key Contacts & Points of Interface:

- Chapter Advisors
- IHI Open School Community Manager
- IHI Open School West Coast Regional Leader

General Responsibilities for All Leadership Team Members:

- Attend the mandatory Chapter Leadership Retreat, which occurs prior to the start of the fall term.
- Attend all Chapter Business Meetings, which are held at least once per term throughout the academic year. Chapter Business Meeting dates and times are determined by the consensus of the Leadership Team.
- Earn the IHI Open School's *Basic Certificate in Quality & Safety* no later than May 1st of the academic year they are serving as a Leadership Team member.
- Plan and facilitate a minimum of one Chapter Learning Session and attend at least two additional Learning Sessions during the academic year. Chapter Learning Sessions are in-person meetings held regularly throughout the academic year and are open to all interested students, faculty, staff, alumni, and community members. The purpose of Learning Sessions is to provide an interactive platform for individuals to complete the 13 key courses required to earn the IHI Open School's *Basic Certificate in Quality & Safety*.
- Assist in the recruitment and transition of his/her Leadership Team successor. Elections take place in April and are followed by Officer training. Official Leadership Team turnover occurs on July 1.
- Other miscellaneous responsibilities include, but are not limited to: the creation and distribution of meeting agendas as needed; recording meeting minutes as needed; familiarity with current Chapter initiatives, including upcoming meetings and events; familiarity with the IHI Open School's online resources and curriculum; cultivating and maintaining professional, collaborative relationships within and outside the Chapter.