



# National Board Responsibilities

## National Director

### Duties:

- i. Keeper of the ritual
- ii. Conductor of the  $\Omega$ BI induction ceremony
- iii. Delegates storage, maintenance, and replacement (if necessary) of  $\Omega$ BI ritual paraphernalia
- iv. Serve as the official representative of  $\Omega$ BI to national organizations and at any meetings, conventions, etc, or otherwise appoint someone to serve in this capacity
- v. Lead and arrange appointment discussions for  $\Omega$ BI National Board Member positions and appoint individuals to any unfilled or vacant positions
- vi. Appoint a COM/SOM liaison for each osteopathic medical school from the list of candidates at the conclusion of the spring application cycle.
- vii. Review of all  $\Omega$ BI applications and aid in the selection of  $\Omega$ BI inductees
- viii. Support and guide other  $\Omega$ BI National Board members in fulfilling their duties
- ix. Delegate authority for specific activities and functions as necessary
  - x. Take responsibility for the duties of other  $\Omega$ BI national officers if they fail to appropriately carry out their duties or are removed from office
- xi. Perform other duties as directed by the  $\Omega$ BI National Board
- xii. Voting member of the  $\Omega$ BI National Board

# Operations Chair

## Duties:

- i. Coordinator of the  $\Omega$ BI induction ceremony
- ii. Responsible for all official  $\Omega$ BI correspondence, including official invitations to membership
- iii. Maintain and update this Constitution and Bylaws to reflect ratified amendments
- iv. Set National Board meeting agendas prior to the date of the meeting
- v. Required to attend all associated mandatory events
- vi. Perform other duties as directed by the National Director of  $\Omega$ BI and/or the  $\Omega$ BI National Council
- vii. Voting member of the  $\Omega$ BI National Council

# Membership Chair

## Duties:

- i. Maintain and update the national  $\Omega$ BI membership roster, including a roster of the  $\Omega$ BI alumni
- ii. Maintain and update the  $\Omega$ BI application
- iii. Assist the National Director with the review of all  $\Omega$ BI applications
- iv. Make all completed applications available for review by all board members during each application cycle
- v. Distribute  $\Omega$ BI pins to members that were not present at the induction ceremony
- vi. Work with the National Director and National Operations Chair to maintain and update this Constitution and Bylaws to reflect ratified amendments, if necessary
- vii. Coordinate efforts for recruitment of new members
- viii. Voting member of the  $\Omega$ BI National Council
- ix. Perform other duties as directed by the National Director of  $\Omega$ BI and/or the  $\Omega$ BI National Council

# $\Omega$ BI-OPAC Liaison (will serve a 1-2year term)

## Duties:

- i. Serve as the OPAC Academic Board Member
- ii. Responsible for all correspondence between  $\Omega$ BI and OPAC
- iii. Coordinate with OPAC to determine annual budget
- iv. Gain approval from OPAC for all expenses 2 weeks prior to making a purchase
- v. Work with the National Director to determine approval of funding requests presented by any National Board Member that is equal to or less than \$500.
- vi. Perform other duties as requested by the  $\Omega$ BI National Director and/or the  $\Omega$ BI National Board
- vii. Voting member of the  $\Omega$ BI National Board

# Public Relations Director

## Duties:

- i. Maintain all public relations sources and outlets including, but not limited to OBI's Facebook account, Instagram, Twitter, Website, etc.
- ii. Coordinate all public relations campaigns for ΩBI.
- iii. Help design social media and branding campaigns to publicize ΩBI and recruit members from the various colleges of osteopathic medicine and state societies.
- iv. Organize and promote the official OBI newsletter.
- v. Act as the official OBI Historian.
- vi. Voting member of the ΩBI National Board.

# National Advocacy Liaison

## Duties:

- i. Serve as the ΩBI National Board contact person for each COM/SOM Liaison.
- ii. Communicate ΩBI campaigns and events to local COSGP and SOMA chapters.
- iii. Work alongside the Membership Chair and Recruitment Liaison to implement, and maintain an open line of communication with current and potential new members.
- iv. Communicate directly with the COM/SOM liaisons to implement advocacy efforts locally at each school.
- v. Perform other duties as directed by the National Director of ΩBI and/or the ΩBI National Board.
- vi. Voting member of the ΩBI National Board.

# National Recruitment Liaison

## Duties:

- i. Develop resources that can be utilized for outreach efforts directed towards osteopathic medical students and physicians.
- ii. Set agenda for Public Relations Chair for the promotion of each application cycle and induction.
- iii. Communicate with partner organizations such as COSGP, SOMA, and OPAC to notify students about each application cycle.
- iv. Work alongside the Membership Chair and Advocacy Liaison to implement and maintain an open line of communication with current and potential new members.
- v. Communicate directly with the COM/SOM liaisons to implement recruitment efforts locally at each school.
- vi. Voting member of the ΩBI National Board
- vii. Perform other duties as directed by the National Director of ΩBI and/or the ΩBI National Board.