

MMS Project Leader Roles & Responsibilities

An MMS member must meet the following requirements to remain an active Project Leader:

1. Serve as the primary representative of the project group
 - a. Should be most knowledgeable about the project group health topic
 - b. Set a good example for group members by attending most, if not all, general meetings and events (unless providing proof of schedule conflict)
2. Attend mandatory Project Leader training session hosted by Directors of Training after the first general meeting of each quarter
3. Train all new group members at the beginning of fall quarter each academic year
 - a. Some members may be added during the winter and spring quarters. PLs are required to train them as early as possible.
4. Fill out and complete evaluation report every quarter
5. Inform group members of upcoming general meetings, venues, and any other MMS activities through GroupMe group chat
 - a. At venues, take a picture of all group members attending with the presentation board. Afterwards, fill out the **Venue Completion Form** (on MMS website) and send it to the respective Director of Training.
6. Prepare the project group for a pre-venue workshop with Jacklyn Loya or other MMS advisor whenever applicable
 - a. Pre-venue workshops will occur prior to specific events and PLs will be notified of this
7. Respond to all questions and concerns by group members as soon as possible (within 24 hours)
8. Maintain frequent communication with assigned Director of Training through group chat, text, email
 - a. **Must add Director of Training to the project's GroupMe group chat**
 - b. Must respond to Director of Training within 24 hours
 - c. Must let Director of Training know if any inactive members in group
9. Review and update presentation board in case material is outdated (~once/year)
 - a. Keep the presentation board and all other project group materials in good condition.
 - b. **COVID-19 Update:** Starting Fall 2020, project groups will be required to submit their presentations for advisor review once a year during the fall quarter to update medical information and make other revisions needed to improve the quality of the project group presentation.
10. Submit all purchase order request forms for project group materials to the Director of Finance by the deadline