

MMS General Member Roles & Responsibilities

A student must meet the following criteria to remain an active member in MMS:

1. Must be a currently registered student at UCR
2. Exemplify the values of the UCR School of Medicine and maintain good student conduct as a representative of the UCR School of Medicine on campus and at community events
3. Must help obtain 10 point minimum project group requirement each quarter
4. Must obtain 3 point minimum individual member requirement each quarter
 - a. See “Policies for Point Requirement” document
 - b. Must email the MMS Executive Board of any schedule conflicts at the beginning of the quarter to be excused from attending general meetings
5. Submit the quarterly report to the Directors of Training by the deadline
6. Maintain communication with Project Leader and group members through group chat, text, email, etc.
7. Attend all project group meetings unless notifying PL of absence ahead of time
8. If needed, prepare for and attend practice run presentations with MMS advisors before presenting at a venue
9. Be subscribed to the mailing list and if possible, Remind text messages
10. Have a minimum of 10 hours participation to place MMS on resume/applications
 - a. Can include but not limited to: general meeting attendance, presenting at venues, hours contributed to improving poster board or powerpoint, meetings with the project group
 - b. See “Requesting MMS on Resume/Applications” document
11. Inform the Executive Board and Project Leader of any conflicts affecting the ability to participate in MMS meetings and events
 - a. Submit proof of conflict (i.e. class or work schedule)

Rules for MMS General Meetings

1. All MMS members must fill out the Google Form sign-in sheet at the beginning of the general meeting to record their meeting attendance.
 - a. Members must be present for the full meeting time or majority of the meeting time to receive 1 point for meeting attendance.
 - b. **COVID-19 Update: For online meetings, time attending general meetings will be automatically recorded by Zoom.**
2. Members can only make announcements or promote their organization at general meetings if the organization or event is affiliated with or supported by the UCR School of Medicine and its pipeline programs.