

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 each quarter
3. Respond to all questions and concerns by group members within **48 hours**
4. Respond to all emails and messages from the MMS Executive Board within **24 hours**
 - a. **2021-22 Update:** If a Project Leader is non-responsive to emails/texts from their group members or Executive Board within the specified time frame, they will receive one warning email by the Project Manager and will lose 1 point. If they do not respond to this warning email within 24 hours, they will receive a strike. Subsequent incidences will result in an immediate strike and possible removal from the position
 - b. **Note:** Under extenuating circumstances, a Project Leader may be able to bypass the above penalties once they inform the Executive Board of their situation. This will be determined on a case by case basis.
5. Hold **at least 2 group meetings** every quarter (although more is encouraged)
 - a. Take attendance of members present
 - b. Assign a make-up task for members that are unable to attend
 - c. Track attendance and completion of make-up tasks and update these records to the appropriate folder on google drive by the end of **Week 10** each quarter.
6. Must train all new members.
 - a. Some members may be added in the middle of Winter and Spring. PL's are required to train them as early as possible.
7. Fill out and complete evaluation report every quarter
8. Inform group members of upcoming general meetings, venues, and any other MMS activities through group chat
 - a. At events, take a picture (or screenshot for virtual events) of all group members attending with the presentation board.
 - b. Submit a **Venue Completion Form** (available as a Google Form on the MMS website) within **24 hours** after the venue presentation.
 - c. Failure to meet this requirement will result in an immediate strike.
9. Prepare group for a pre-venue workshop with MMS advisor whenever applicable
 - a. Pre-venue workshops will occur prior to specific events and PL's will be notified of this

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10. **Maintain frequent communication with assigned Director of Training** through group chat, text, email
 - a. **Must add Director of Training to the project's GroupMe**
 - b. Must respond to Director of Training within 24 hours
 - c. Must let Director of Training know if any inactive members in group
11. 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.
12. Submit all purchase order request forms for project group materials to the Director of Finance
13. Submit all assignments to the Executive Board by the given deadline OR inform the Executive Board ahead of time if the group is unable to meet the deadline (ex: revised powerpoints, brochures, poster boards, etc.)
 - a. **If your group is unable to meet a deadline, you must inform your Director of Training before the deadline with the expected date your group is planning to submit the assignment.**
 - b. Failure to meet this requirement will result in a warning with a point loss after the 1st incidence and a strike for subsequent incidences.
14. Project Leaders must log all hours spent working on a project assignment to an MMS Excel Spreadsheet and also ensure that their group members are doing so as well. After the deadline for each assignment submission, the spreadsheet will be reviewed by the Executive Board to ensure all members are continuously contributing to the group.
15. **2021-22 Update: Secure at least one venue per quarter with partner organization related to group health topic**
 - a. It is mandatory to secure/organize at least one venue per quarter outside of those provided by MMS Director of External Affairs. It is encouraged and highly recommended to organize more than one venue per quarter.
 - b. A contact spreadsheet will be shared with Project Leaders in which they must input the organizations they are reaching out to. The Director of External Affairs will confirm contacts from the spreadsheet to ensure Project Leaders are not all reaching out to the same contacts. Once their contacts are approved, Project Leaders will be free to contact the venue. PLs must cc the minimedicalschool.external@gmail.com email in all outreaching emails.
 - c. For every 5 emails sent (without venue confirmation/secured date) by Project Leaders they will receive 0.25 hours for their effort in contact, Director of External Affairs of any board member may also ask to be CC'd on emails if necessary

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- d. For every confirmed venue arranged by Project Leaders that they were able to successfully present for, they will receive an extra 0.5 hour towards their hours requirement
- e. Project Leaders must inform the Director of External Affairs of a confirmed venue for final approval.
- f. Once the venue is approved, Project Leaders must work with the venue site to arrange the presentation date/time and location. Once confirmed, Project Leaders must inform the Director of External Affairs of the presentation date/time and location as well.

Two-Strike Policy in regards to Project Leader Removal

If a Project Leader receives a strike, they will be notified by the Project Manager via email. If they would like to remain as a Project Leader, they must do the following:

- Respond to the email stating that they wish to remain as Project Leader. Failure to do so results in immediate removal from their position.
- Remain an active Project Leader for the remainder of the school year to refrain from receiving a second strike, which will lead to immediate removal from their position.

Note: If the Executive Board is informed of a Project Leader's prolonged inactiveness in regards to training/preparing their group members for presentations and informing their group members of MMS announcements and venue opportunities, they may be subject to **immediate** removal as PL.

Guidelines for Resigning as Project Leader

If you are planning to resign from your role as Project Leader for any reason, please be sure to follow the guidelines listed below:

- Project Leaders may only resign from their position within the first 2 months of starting their role.
- Project Leaders must notify their Director of Training at least 3 weeks before resigning as Project Leader. Project Leader's must also maintain their responsibilities as Project Leader until the MMS Executive Board can select a new Project Leader for the group since it is difficult for the project group to move forward without a Project Leader.

***Note:** If a Project Leader will be graduating before the end of the Spring Quarter, they must notify their Director of Training by the beginning of that academic year.