

## 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 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. **Members must respond to all emails/texts within 48 hours.**
7. Attend all project group meetings unless notifying PL of absence ahead of time
8. Contribute to creating/revising project group materials (i.e. powerpoint, educational brochure, poster board, etc.)
  - a. **Fall 2021 Update:** All group members must record their hours spent working on a project assignment on an MMS Excel Spreadsheet, which will be reviewed by the Executive Board to ensure all members are continuously contributing to their group.
9. **Fall 2021 Update:** All new General Members must complete a Google Form Training Checklist during the Fall Quarter before the specified deadline.
10. If needed, prepare for and attend practice run presentations with MMS advisors before presenting at a venue
11. Be subscribed to the mailing list and if possible, Remind text messages
12. 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
13. 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)

See “Policies for Point Requirement” document for penalties due to failing to meet the above requirements.

### Rules for General Meetings

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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, meeting attendance time 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.
  - a. Outside organizations and events can be promoted if MMS project groups are scheduled to present at those organization's events or MMS members are doing volunteer work at those events.