Global Health Track Steering Committee Bylaws
Updated April 24, 2017

Introduction: In conjunction with the Center for Global Health at the Colorado School of Public Health, the University of Colorado School of Medicine launched the Global Health Track in 2006. The mission of the Global Health Track is to provide interested students with the knowledge and skills necessary to succeed as healthcare providers in the global health arena. A comprehensive didactic and experiential four-year curriculum provides future physicians with the education and skills necessary to be a productive part of the global health landscape.

1. Name: The title of this organization shall be the Global Health Track Steering Committee, henceforth to be referred to as the Committee.

2. Purpose: The purpose of the Committee shall be to:
   1. Create a community that transcends medical school class years to enhance mentorship and advising
   2. Provide a centralized resource of information related to global health mentors, scholarships, research projects, and materials
   3. Promote leadership opportunities for students to work in conjunction with the Global Health Track Director, faculty, mentors, and fellow students
   4. Support the Global Health Track vision of providing medical students with the knowledge and skills necessary to succeed as physicians in global health
   5. Build a transparent and effective Global Health Track that promotes self-improvement and development

3. Membership and Eligibility: Every medical student or physician assistant student enrolled at the University of Colorado School of Medicine who is a selected member of the Global Health Track shall be eligible for a leadership position on the Committee.

4. Committee Composition: The Committee shall be composed of two to three fourth-year students, two to three third-year students, and two to three second-year students. Once elected, appointments to the Committee shall be for three years with graduated responsibility each sequential year. PA students are encouraged to participate, but will not be selected through the election procedures (see below).

5. Elections: Each year, a spring election will be held where the interested applicants may apply for positions on the Committee. A call for statements of interest shall be communicated from GHT leadership with a one-week deadline. The Committee reviews statements of interest written by said applicants. In the case of two to three applications, the Committee may use their discretion to accept all applicants. In the event that there are greater than three applications, the statements of interest shall then be made available to the class and voting shall occur over a one-week period. Following the election, elected students shall be notified and a general Committee meeting shall be held expeditiously to ensure coordinated transfer of duties (please reference section seven below for further enumeration). This will be conducted prior to the School of Medicine Commencement to permit referencing of past Committee members, if needed, to further facilitate the ease of transition.
6. Committee Resignations: In the event of a resignation, an election from within the resigned student’s class will be conducted expeditiously per the election procedure (please reference section five). Each member of the resigned student’s class within the Global Health Track will be eligible for participation in the election.

7. Duties of the Committee:

MS4s: It is the responsibility of the MS4s to conduct the administrative tasks of the Committee and to disseminate information about upcoming events, including didactics, workshops, and social events, to the student membership. The MS4s will schedule regular Committee meetings, notify GHT members of the time and location of each meeting, outline and share the agenda, as well as minutes, of each meeting, and maintain an updated list of GHT members. The MS4s will be in charge of the coordination and production of two annual events to include a Fall information and recruitment session for MS1s and a Spring social event.

- The Fall event will include all interested MS1s and current members of the GHT
- The Spring event will include all members of the GHT

MS4s should maintain an updated project list housed on the Committee gmail GoogleDoc. MS4s will also assume responsibilities for creating an exit poll for all graduating Global Health Track members to collect updated e-mail contact information (non-ucdenver e-mail address), residency specialty, and residency location. This information is to be sent to the Global Health Track coordinator for inclusion in the Global Health Track alumni database.

MS3s: It is recognized that MS3s will have limited availability due to the time constraints of clinical clerkships. Therefore, MS3s will be encouraged to participate, schedule permitting, but have no required duties.

MS2s: It is the responsibility of the MS2s to conduct a Fall and Spring skills night. These events have traditionally included, but are not limited to, suture workshops. Collaboration with other Tracks, such as the Rural Track, may also be pursued. Please reference Global Health Track manual for previous information regarding supplies and budget.

Committee in Total:
Fall:
1. Coordinate table at Electives Fair
2. Aid Track Director in selection of new MS1 members through application review

Spring:
1. Send welcome emails to new MS1 members
2. Coordinate table at Second Look Day
3. Coordinate Spring Graduation Party for MS4s
Global Health Track Steering Committee Bylaws
Updated April 24, 2017

4. Send GHT survey for track feedback
5. Maintain and enhance GHT resources
6. Coordinate transition meeting
7. Coordinate annual volunteer events, as able

8. Meetings: All meetings are open to members of the Global Health Track and all members are encouraged to attend and participate.