Medical Student Council (MSC) is the body of student representatives elected by their peers to represent medical students with the administration and community. MSC members are viewed by the administration as representative of all medical students, and viewed by their peers as volunteers who are there to advocate for student interests.

I think both definitions are important to keep in mind. MSC needs to be professional, informed, and effective enough to warrant the respect and trust of the Deans, faculty, and staff. It also needs to deal with issues that most students would consider important.

Of course, it's always a goal of MSC to serve as a conduit between students and the administration, to communicate concerns students have to relevant decision makers, and to keep students informed of big changes that will affect their education. But most relevant decision makers in the administration have very limited time to listen to student complaints, and most students have limited time to listen to changes that may not directly affect them in the near future and therefore rely upon the representation that MSC provides.

Students in MSC provide a long-term perspective, with representatives from all four classes, to weigh in on changes to the curriculum, ancillary services, and student environment for CU med students. They organize events that bring all four classes together and connect CU with the surrounding community. They help students looking to start new groups, share new ideas, and explore professional interests with both funding and logistical support. And every year some MSC funds are dedicated to helping students travel to conferences, present research, and advocate for change in the national medical community.

Every year, MSC undertakes slightly different goals and projects in response to current students’ needs and interests. The group meets for 60-90 minutes roughly once every two weeks, with some additional time commitment for committees to do their work. It's open to all students, whether they're elected by their peers to be voting members of MSC or not, and any group, student, or issue can be added to the agenda.

If you're looking for an activity to add to your CV, MSC is probably not worth your time (in my experience, it didn't help much with residency applications). But if you're looking for a way to stay abreast of what's happening on campus, if you're interested in creating a stronger CU community, or if you have ideas for how the school can be improved, MSC may be a good place for you.

Blair Woodbury, 2012 MSC President
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MSC Committees

Finance
The finance committee functions as the oversight to the MSC budget, which has been $25,000-$30,000 the last several years. Members of the finance committee are the individuals predominantly responsible for the allocation of the approved budget to student groups, traveling students and MSC sponsored events. Required duties include attending finance committee meetings, attending funding days that occur at the beginning of each semester, working with the MSC treasurer to maintain an accurate budget, and working closely with administration and students on concerns including tuition and student fees.

Events
The events committee is given the task of organizing and managing most MSC sponsored events. Events include: Donor Memorial 5k, Winter Formal, Prospective Student BBQ, and any other events developed throughout the year. Members of the events committee can expect to take on a variety of duties including marketing of events, budgeting, working closely with students and administration on event planning, and of course producing/running each event. Events committee members should like working in a team environment and should expect a few busy weeks prior to each event, though these are usually manageable with appropriate delegation.

Communications
One of the predominant roles of MSC is to serve as a liaison between school administration and the student body of the School of Medicine. The Communications Committee fields inquiries and concerns from the student body and then works with administration to find answers or make necessary changes. The Communications Committee is also responsible for maintenance and updates of the MSC website.

Students on the Communications Committee should expect to work with members of the administration on a monthly basis to follow up on issues and pass along information to the student body. Members of the committee will be responsible for keeping the MSC website up to date, including: class pages, updates from other committees and interest groups in the School of Medicine, and a weekly update of the calendar on the website.

Innovations
The Innovations Committee is focused on making great ideas in the student body a reality. In the past, MSC has provided funds and consultation with students starting all kinds of groups, and now we have a whole committee dedicated to making great ideas into realities. Current projects include:
- Fundraising and distributing scholarships for the new Student Organized Scholarship fund
- Soliciting student proposals for "MSC Innovations Grants"
- Exploring solutions to student concerns over high costs of infrequently used pagers during the clinical years
Executive
The MSC President, Vice President, Treasurer, and Secretary meet prior to each MSC meeting to review the agenda and prepare for the meeting (inviting guests, following up with previous visitors, meeting with Deans, etc). This committee has also included other committee chairs and the Tech Liason in the past.
MSC Positions

MSC-wide positions:

President:
This position is elected by all students in a school-wide election and pretty much has to be an MS4 (as per MSC bylaws). The President drafts agendas for every meeting, facilitates meetings, and communicates with all 4 classes. The MSC President is also a voting member of the VOICE Committee. New student representative positions (on new curriculum committees, ad hoc committees, and other random groups) seem to crop up every year, and the MSC President is responsible for filling these (either through class elections, MSC elections, or med school wide elections). The president also occasionally sends important emails to the student body.

Vice President:
Functions as the President during the President's absence. Also chairs one of the MSC committees and joins the president in meetings with administration. The VP participates in the Executive Council and helps the President with other organizational tasks.

Treasurer:
This position is elected by representatives that make up MSC. The responsibilities include being the chair of the finance committee, organizing two student interest group funding nights (one for each semester), maintaining records of allocations and expenditures, and reporting accurate financial updates to the council. The treasurer is required to attend all MSC meetings, and also will meet with the executive committee separately, usually before the bimonthly MSC meetings. Should be proficient in math.

Secretary:
This position is elected by representatives that make up MSC. The responsibilities include taking the meeting minutes and publishing them to the website, chairing the communications committee, maintaining the MSC website calendar, and attending bi-weekly executive council meetings and MSC meetings. This person should also actively work to maintain, update, and develop the MSC website.

Tech Liason:
During the school year, the main tasks for the Tech Liason include maintaining the MSC website, overseeing content added and edited by MSC members and student interest groups, and adding new student interest group pages as needed. At the start of each school year, the Tech Liason should review all permissions, verify and update as needed, and update all of the contact information. At the end of the school year, the same process should be performed. The design of the website should be consistent with the goals and opinions of the entire medical student council, with care to avoid violation of any university rules or regulations.
**At-large representatives:**
1-year appointment, elected by the Medical Student Council at various times in the year but usually in the beginning of the school year. Multiple representatives may be elected depending on student interest.

At large representatives are required to attend all meetings of the Medical Student Council and to solicit class opinions regarding matters of concern to MSC. Since these reps represent all students, they are expected to make decisions that will benefit the entire student body. After attending a few meetings and getting a feel of the different committees within MSC, the representative should join a committee that either needs more student assistance or a committee that the student feels most passionate about. Since the role of the at-large representative has a slightly less defined role than class positions, it is at-large reps responsibility to be self-motivated and assist their committees as much as possible. This may include becoming a point-person on committee-specific tasks.
Class positions

MS1

Co-presidents
1 year appointment, 2 people elected as Co-Presidents in the first month
Two co-presidents are elected to represent each class at Medical Student Council (MSC). As the class Co-President, the official purpose is to promote class cohesiveness. You should be the driving force to bring the class together - you should know everyone and be available to assist all of your classmates with whatever they may need. While being the Co-President of your class will take up a decent amount of time it can also be very worthwhile and rewarding. It is your position - you can make of it what you want. Your main tangible responsibilities will include managing class committees, forwarding emails your classmates may or may not read, attending bi-weekly MSC meetings, organizing the other 500 class positions, and being really cool.

Vice President
1 year appointment, elected in the first month, 1 person
Duties include assisting with function of the class, attending all MSC meetings, acting as a voting member of the MSC and any subcommittees, and assisting the Co-Presidents with class activities. The MS1 VP's most important job is to work with the VP's from other schools to coordinate the Donor Memorial Ceremony, held in May of each year, which honors those who donate their bodies to the Colorado State Anatomical Board. This ceremony is a collaborative effort with students from dentistry, PT, and PA. Planning starts in earnest in January, after the winter break. If you feel like you are interested, please contact Stevie Lynne Kohler, former MSI vice-president.

Treasurer
1 year appointment, elected in the first month, 1 person
The MS1 treasure is elected by the MS1 class and serves a term of one year. The treasurer keeps an up to date accounting of class funds. This includes allocations from the University and any funds received from class fundraising events. The treasurer also coordinates reimbursement of class sponsored activities, as well as payment to vendors for planned events through an account with Student Affairs.

The treasurer is also a voting MS1 class representative at MSC meetings. As a voting member of the MS1 class leadership, the full MSC body, and the MSC finance committee, the treasurer has an active voice in the current and future direction of student body activities. The MSC finance committee is responsible for allocating travel funds and requests for funding student body interest group activities.

Secretary
1 year appointment, elected in the first month, 1 person
Responsible for keeping the class up-to-date with information and a member of the MSC Communications Committee. Responsible for maintaining the class website and calendar as well as coordinating the production of the newsletter.

**MSC Representative**
1 year appointment, elected in the first month, 1 person
Responsible for keeping the class up to date with what’s going on in MSC/bringing the class’s opinions back to MSC. In charge of organizing all community service efforts for the class. Responsible for coordinating all elections. Must attend weekly bi-weekly MSC meetings.

**Other class positions**
1 Honor Council Representative
2 VOICE Committee reps
2 CSC reps
2 ECBD reps
2 CBD reps
2 Student Senate reps
1 Faculty Senate rep
1 Financial Aid rep
2 Social Chairs
1 Historian
2 Diversity reps
3 Prospective student reps
2 Alumni board reps
1 Professionalism Committee rep
2 Wellness Committee reps
2 MS1 Handbook Editors
1 Orientation Video Producer
Course reps for each course

**MS2**

**Co-Presidents**
As Co-Presidents, you should be the driving force to bring the class together; you should know everyone and be available to assist all of your classmates with whatever they may need. While being the Co-President of your class will take up a decent amount of time, it can also be very worthwhile and rewarding. It is your position you can make of it what you want. Your main tangible responsibilities will include forwarding emails your classmates may or may not read, attending bi-weekly MSC meetings, organizing the other 500 class positions, and being really cool.

Specific to the second year, you will help to orient the first years by advising them on their elected positions. You will communicate with the Office of Student Affairs often and be a liaison between your class and Student Affairs. You will attend biweekly MSC meetings. It will be important for you to be informed and on top of the specifics of third year and Step 1 so that you can keep your classmates informed. You will also help Sean Spellman facilitate trades for the third year schedule. You will continue to keep an ear out for any classmate concerns and make sure they are addressed by the appropriate people.
**Vice President**
As class VP, your main responsibility will be to help the Co-Presidents carry out any tasks with which they need help. You will be another individual to whom your class can turn to help address any issues that arise. As a member of MSC, you will sit on the Innovation Committee helping to collect nominations for the Student Organized Scholarship (SOS) and the Innovations award.

**Treasurer**
The treasurer coordinates reimbursement of class sponsored activities, as well as payment to vendors for planned events through an account with Student Affairs. The treasurer is also a voting MS2 class representative at MSC meetings and a member of the MSC Finance Committee. The MSC finance committee is responsible for allocating travel funds and requests for funding student body interest group activities.

**Secretary**
Responsible for keeping the class up-to-date with information. Automatically a member of the MSC Communications Committee. Responsible for maintaining the class website and calendar as well as coordinating the production of the newsletter.

**MSC Representative**
The Medical Student Council Representative is a voting member of MSC elected for a term of one year. MSC Reps will attend all MSC meetings and serve on at least one MSC committee. MSC meetings are held biweekly and MSC committees are organized at the MSC retreat. The MSC Rep should keep their class up to date with what is going on in MSC meetings and solicit their class’s opinions on relevant issues. This person is also in charge of the MSC elections for the class below them. They will collect statements from interested candidates and organize the elections with the Blackboard team.

**MS3**

**Co-President**
As co-president of your class, you serve a central leadership role for the third year while your classmates are spread across the city on clerkships. You will serve as a contact person for faculty members wanting to know about your class’s attitudes and for students needing help with projects and administrative affairs. Specific activities include: sending out class wide emails (with/without catchy subjects so that people read them), attending MSC meetings every other week, and facilitating elections/committee selections.

**Vice President**
As third year vice-president, you are required to attend MSC meetings, as well as take part in the planning of the SOS Award Ceremony with the rest of the Innovations Committee. Your job is also to work closely with the third year class co-presidents in order to help serve your class's needs as everyone is spread widely across the state.

**Treasurer**
As treasurer, you are a voting member of MSC and are required to attend meetings every other Wednesday. You will also be keeping track of finances for the class and are responsible to meet
with student affairs to approve of funding and turn in receipts from the expenditures. You are also a voting member on the MSC finance committee.

**Secretary**
As class secretary you are a member of the Communications committee on MSC and write up minutes for the class.

**MSC Representative**
The Medical Student Council Representative is a voting member of MSC elected for a term of one year. MSC Reps will attend all MSC meetings and serve on at least one MSC committee. MSC meetings are held biweekly and MSC committees are organized at the MSC retreat. The MSC Rep should keep their class up to date with what is going on in MSC meetings and solicit their class’s opinions on relevant issues. This person is also in charge of the MSC elections for the class below them. They will collect statements from interested candidates and organize the elections with the Blackboard team.

**MS4**

**Co-Presidents**
1. Responsible for forwarding emails to the class.
2. Planning Graduation (including speakers etc) with the Student affairs office.
3. Assuring the quality of Senior skits and the festivities surrounding the event
4. Advocating for your class during various meetings throughout the year.
5. Organizing elections for other class positions and encouraging the attendance of elected members to their various committees.

**Vice President**
Functions as an extension of the Co-Presidents helping to ensure class success through the last year of medical school.

**Treasurer**
Coordinate spending what remains of class funds with Match Day, Senior skits, and possibly donations to the campus with remaining funds.

**Secretary**
Ensures that the class is kept apprised of any errant details that the Co-President’s may have forgotten

**MSC Representative**
Is a voting member at the MSC meetings and helps with the election of members to various committees.
Outline of Annual MSC Activities

August
- First meeting - it's nice to have an intro meeting to what MSC is, what other student groups represent all students (eg: OSR, CMS), and what positions are available to MS1s.
- Start planning MSC retreat - Student Affairs typically helps to book a venue, but MSC's leadership plays a big role in setting the agenda. Having a professional facilitator run (at least part of) the conversation is helpful (Terri Blevens counts - she has been a great facilitator in recent years). It's also important to have a post-retreat plan, so new members can get to know upper classmen in a casual setting.
- Start allocating funds - Student Interest Groups will start requesting funds before everyone's even back for classes, so it's important to have a functioning Finance Committee to vote on early allocations even before the fall funding day.

September
- MSC retreat - the group has to get on the same page, discuss successes and struggles from the recent past, and outline goals for the year. MSC can be frustrating when it's adrift, unfocused, or a slave of the President's personal agenda. The retreat is where these pitfalls are avoided.
- All committees need to be organized shortly after the retreat.
- Annual budget - the MSC Treasurer needs to put together a budget proposal for the year, and MSC needs to discuss how it wants to distribute funds between student travel, student interest groups, MSC-organized events, and other expenditures. It's a general blueprint for the year's spending.
- Fall funding day - the Finance Committee needs to vote on allocations for Student Interest Group activities for the semester. All SIG leaders are invited to this 1-2 hour Finance Committee meeting.
- Elect at-large representatives
- The MSC President and MS4 VOICE Committee reps should organize a Student Curriculum Committee Representatives (SuCCeRs) meeting and update MSC on their discussion.
- Invite Dean Krugman and Dean Kaye to an upcoming meeting
- Re-evaluate website editing permissions and MSC website content.

October
- Connect with Rocky Vista University. This could be inviting the school's student council leadership to an MSC meeting, a social gathering, or some other excuse to meet face-to-face with our in-state colleagues.
- Events Committee - Start organizing December’s winter formal event
- Innovations Committee - Solicit applications for MSC Innovations Award

November
- Get an OSR update after the national meeting

December
- Events Committee - Winter Formal/Holiday Part/The-Event-Formerly-Known-As-Prom - organize a social event that includes all four classes.
January
- Student Fee Increases - Discuss student fee increases with the Dean of Undergraduate Medical Education and the Director of Finance and Administration for Undergraduate Medical Education. Every year MSC is asked to solicit student opinions on a specific fee increase proposal, and MSC solicits student opinions, then drafts a letter to Dean Kaye, Dean Krugman, and the CU Reagents (who have the final say on fee increases) based on those opinions. This process usually requires a quick turnaround from MSC regardless of how early in the year students try to initiate the conversation.
- Finance Committee - Spring semester student interest group funding night.
- Innovations Committee - Deadline for Student Organized Scholarship nominations. Select MSC Innovations Award winners and present winners to MSC for approval.

February
- Events Committee - Pints for Pints blood drive at Children’s Hospital
- Innovations Committee - Select Student Organized Scholarship winners.

March
- Support MS2s as they study for Step 1.

April
- MSC elections - Update this Transitions Document, send it out to MS1-3s to solicit interest in positions, and conduct elections. Blackboard has been the most convenient venue for this in recent years.
- Second Look Day for prospective students - In the past MSC has organized a bbq where prospective students can socialize with current medical students from all four classes after the Admissions Office’s official activities for the day are over. Dean Winn didn’t want to include MSC’s bbq in 2012’s Second Look Day, but this has been a popular event in the past and may be revived in the future.

May
- New leadership - The upcoming year’s leadership will organize and run the year’s last MSC meeting, after which the group breaks for a social gathering/dinner.

June-July
- All expenditures must be reimbursed by the end of the fiscal year, at the end of June. This means that any students receiving MSC reimbursement for travel or student interest group activities need to get receipts in to Terri Wood in Student Affairs by early June.