

Annual 2024 Convention Committee Descriptions

House Coordination Committee (HCC): HCC members serve as non-voting members that support the MSS Caucus, which represents the MSS in the AMA House of Delegates (HOD). MSS Caucus is primarily composed of Regional Delegates or Alternate Delegates and is led by our MSS Section Delegates. Caucus also reviews and debates positions on items authored by other entities that affect MSS priorities. HCC members participate fully in Caucus discussions to form positions on items and determine our strategy. Members should be available to attend Caucus meetings, review resolutions, and draft 1-3 written testimonies in May. Assignments may have a quick turnaround. Members are **required** to attend assigned HOD Reference Committee (RefCom) hearings on Saturday and Sunday, June 8th and 9th, to deliver live oral testimony on assigned items. Members are encouraged to attend the MSS Assembly on June 6th and 7th and the HOD Business Meeting on June 1th and 11th (especially members seeking to lead a Caucus HOD RefCom team).

Reference Committee: The purpose of the committee is to review all resolutions and reports submitted to the MSS Assembly and recommend an outcome (adopted, amended, referred, etc.). The MSS Reference Committee (RefCom) considers all testimony posted on the Virtual Reference Committee online forum (VRC) and optimizes our immediate and long-term MSS advocacy. Since RefCom works at a **fast pace on short turnaround times**, members are strongly encouraged to have previous experience in previous MSS policy cycles as a resolution author or reviewer in some capacity.

Members must be available for RefCom meetings between April 23rd to May 19 and should consider their other commitments during this period before applying. RefCom meets for a total of 15-20 hours of virtual meetings, and members should attend at least half to meaningfully participate. While RefCom is responsible for reviewing all items, each member only reviews around 15 total items themselves. Members generally may not testify on VRC or in Assembly if they participate in RefCom deliberations for an item. Additionally, members must recuse themselves from items they co-authored and therefore may testify on those items on VRC and in Assembly.

Rules Committee: The purpose of the committee is to maintain the integrity of MSS procedures, operations, and elections. Committee members will be responsible for reviewing late and emergency resolutions for consideration by the MSS assembly, supporting election oversight, hearing election appeals, and verifying votes during divisions of the assembly. Members are **required** to attend the MSS Annual meeting on June 6th and 7th.

Hospitality Committee: The purpose of the committee is to build community within the section. Committee members will be responsible for working with the MSS Speakers to assist with and coordinate social events for each night of the MSS Section Meeting and collaborating with the Social Media Committee in enhancing in-meeting communication. Members are expected to work with the Speakers in advance of the meeting, and **preference** will be given to those who can attend the MSS Annual meeting on June 6th and 7th.

Credentials Committee: The purpose of the committee is to promote the participation of voting sections in the assembly process. Committee members will be responsible for reviewing the credentials of certified/alternate voting members, distributing and monitoring ballots assigned to delegates for all voting periods and establishing and monitoring quorum. Members are **required** to attend the MSS Annual meeting on June 6th and 7th.

Logistics and Resources Committee: The purpose of the committee is to support the MSS Speakers in creating a seamless business meeting by curating informational, logistical, and technological needs during assembly. Committee members will be responsible for maintaining communication with the Speakers during assembly meetings, gathering amendments for display during business meetings, arranging playlists, and updating slide decks as necessary. Members are expected to work with the Speakers the week prior to the meeting and are **required** to attend the MSS Annual meeting on June 6th and 7th.

Parliamentary Procedures Committee: The purpose of the committee is to support the members of the section in the comprehension and execution of parliamentary procedures. Committee members will be responsible for reviewing The Standard Code of Parliamentary Procedure, passively advising new members on the appropriate use of motions, and actively monitoring the assembly for potential procedural infractions. Members will utilize their working knowledge of parliamentary procedure to assist the Speakers in their operations of MSS meetings. Members are **required** to attend the MSS Annual meeting on June 6th and 7th.

Mentorship Committee: The purpose of the committee is to support the efforts to provide mentorship opportunities for new attendees at the meeting. This will be in conjunction with the yearlong buddy programming. Committee members will organize the pairing of new and experienced attendees, plan in person mentorship events, and work to foster relationships across the AMA-MSS. Members are expected to work with the Speakers before the meeting and are encouraged to attend the MSS Annual meeting on June 6th and 7th.

Social Media Committee: The purpose of the committee is to broadcast the spirit, news, and events of the AMA-MSS and its assembly through various channels. Committee members will begin work approximately one month ahead of Assembly and will continue approximately one-week after assembly. Members will work with Social Media Staff and the Digital Media Fellow to implement social media takeovers, advertise events and information for the Speakers, collect media from attendees, formulate content, and capture and tag media during the conference for present and future use. The committee members ideally understand the AMA-MSS's social media platforms, basic marketing and advertising principles, and excellent communication skills. Members are encouraged to have experience in creating social media content and working with a team on social media campaigns. Members are expected to work with the Speakers and Staff in advance of and after the meeting, and **preference** will be given to those who can attend the MSS Annual meeting on June 6th and 7th.

Cultural Guide Committee: The purpose of the committee is to create a comprehensive cultural guide for the local area of Chicago that highlights the city's diversity and promotes cultural competency and exploration among visitors and residents alike. The committee will be responsible for researching and compiling information on cultural landmarks, events, and resources throughout the city, ensuring that the guide is informative, inclusive, and representative of Chicago's rich cultural heritage. Members are expected to work with the Speakers before the meeting and are **encouraged** to attend the MSS Annual meeting on June 6th and 7th. Chicago locals are encouraged to apply!