## cosgp

COUNCIL OF OSTEOPATHIC STUDENT GOVERNMENT PRESIDENTS



# COLLEGES OF OSTEOPATHIC MEDICINE

## Welcome to COSGP!

## **Greetings from your COSGP Chair**

**Welcome to COSGP!** This "high yield" guide is designed for new members and those that are returning. Please review all materials prior to your first meeting. Additional webinar information will be discussed via email.

#### Inside this issue:

Meet your E-Board	2
Upcoming Meeting	4
What can I expect?	4
Committee Descrip-	5
Meeting Logostics	6
July Meeting Overview	7
Fall Meeting Overview	9
Winter Meeting Overview	10
Potpourri of topics	11

Dear COSGP,

Greetings, and welcome to the COSGP family! I am honored to have the opportunity to serve as your National Chair of the COSGP for 2016-2017. I am a fourth year osteopathic medical student at New York Institute of Technology, College of Osteopathic Medicine, where I serve as Immediate Past President to the Student Government Association and Class of 2017 President.

I am honored to be a member of a profession that includes, respects, and listens to its students. Serving on COSGP for the past two years, and being appointed as National Chair this year has been the highlight of my medical school career. Being exposed to health policy topics over the past two years has sparked my interest in the political side of the healthcare profession. As a result, I have joined Omega Beta Iota, the national osteopathic medical student political action honor society, and have become politically active in my local and state societies. I am honored to have the opportunity to help guide student leaders during the course of the next year and to advocate for all osteopathic medical students. I hope that you find your positions on the general council similarly fulfilling; I look forward to supporting each of you as you provide leadership to the student bodies at your respective schools.

COSGP inspires personal and professional growth. While at meetings I encourage you to embrace every moment with your peers, and when you return to your respective schools I highly recommend that you continue to develop these relationships. I am constantly inspired by the hard work and dedication of fellow COSGP members; I have no doubt that you will be similarly inspired by your peers this year. As a council member you will have the opportunity to meet many leaders within the osteopathic profession, each of whom cares deeply about your success. These outstanding men and women are paving the way for future osteopathic physicians, and I encourage you to learn from them, listen intently, and ask ques-

COSGP is a dynamic group with abundant energy and talent that actively promotes the osteopathic profession across the nation and the globe. With that in mind, I offer the 2016-2017 COSGP Theme: "Empowerment" This theme reflects the goals of COSGP



for the coming year, which include reaching out to COSGP alumni, developing student leadership skills, and increasing student advocacy efforts while giving our students the tools they need to become successful and impactful in their medical careers.

As Dr. Karen Nichols said at my first COSGP meeting,

"Osteopathic medical students are not the future of the osteopathic profession: they are the osteopathic profession." COSGP will continue to work diligently to shape the future of osteopathic medicine and promote the best interests of all osteopathic medical students in the coming year.

Once again, thank you for the opportunity and honor to serve as your National Chair. If you have any questions or concerns, please do not hesitate to contact me at cosgpchair@aacom.org.

Warmest regards, Angelo Mascia

## What is COSGP?

The Council of Osteopathic Student Governments Presidents (COSGP) was established in 1972 as an official council of the American Association of the Colleges of Osteopathic Medicine (AACOM). We are comprised of the student government leaders of each college of osteopathic medicine (COM). COSGP serves as the only official representative voice of all osteopathic medical students. We aim to disseminate information between colleges of osteopathic medicine and national osteopathic organizations.

Our purpose and goals include:

•To assemble student leaders from each COM to collaborate on issues

affecting all students

- •To foster the exchange of ideas, information and problem solving
- To effectively communicate student perspectives to professional and educational organizations
- To encourage professional development and leadership among osteopathic medical students
- •To support and promote the principles and pride of osteopathic medicine among osteopathic medical students and the American public.

## **Meet your Executive Board**



Angelo Mascia

National Chair
cosgpchair@aacom.org



Daniel Krajcik

National 1st Vice Chair cosgpvc1@aacom.org



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National 2nd Vice Chair cosgpvc2@aacom.org



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Reid Malcolm

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National Global Health Rep cosgpglobalhealth@aacom.org



National Medical Education Rep cosgpmededrep@aacom.org



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National Clinical Education



National Programs Re



**Andrew Cudmore** 



Vanessa Halvorsen

National Programs Rep cosgpprogrep@aacom.org AOF BOT Student Delegate cosgppaof@aacom.org

Liaison to the AOA BOT Do18.vanessa.halvorsen @nv.touro.edu

Not Pictured: Tyler Cymet, DO, FACP, FACOFP, Associate Vice President for Medical Education and Chief of Clinical Education at AACOM & COSGP Advisor tcymet@aacom.org

## We welcome representatives from the following COMs:



ACOM	LUCOM	RUVOM-Ivins
ARCOM	MSUCOM-East Lansing	TouroCOM NY- Harlem
ATSU-KCOM	MSUCOM-Detroit	TouroCOM NY-Middletown
ATSU-SOMA	MSUCOM-Clinton Township	TUCOM-California
AZCOM/MWU	MU-COM	TUNCOM
BCOM	NSU-COM	UIWSOM
CCOM/MWU	NYIT-COM-Old Westbury	UNECOM
CUSOM	NYIT-COM- Jonesboro	UNTHSC/TCOM
DMU-COM	OSU-COM	UP-KYCOM
GA-PCOM	OU-HCOM-Athens	VCOM-Auburn
KCU-COM- Kansas City	OU-HCOM-Cleveland	VCOM-CC
KCU-COM- Joplin	OU-HCOM-Dublin	VCOM-VC
LECOM-Bradenton	PCOM	WCU-COM
LECOM-Erie	PNWU-COM	WestUCOMP-Pomona
LECOM-Seton Hill	RowanSOM	WestUCOMP-Lebanon
LMU-DCOM	RVIICOM-Parker	WVSOM

## The Osteopathic Pledge of Commitment

To find health should be the object of the doctor. Anyone can find disease. – A.T. Still MD, DO

As members of the osteopathic medical profession, and in an effort to instill loyalty and strengthen the profession, we recall the tenants on which this profession is founded - the dynamic interaction of mind, body, and spirit; the body's ability to heal itself; the primary role of the musculoskeletal system; and the preventative medicine as the

key to maintain health. We recognize the work our predecessors have accomplished in building the profession, and we commit ourselves to continuing that work.

I pledge to

Provide compassionate, quality care to my patients

Partner with them to promote health

Display integrity and professionalism throughout my career

Advance the philosophy, practice and science of osteopathic medicine

Continue life-long learning

Support my profession with loyalty and action, word and deed; and

## Before you proceed, have you...

- Downloaded the Slack App? If you are having trouble, please email cosgpsec@aacom.org
- 2. Have you Liked COSGP on Facebook? Do you Follow @COSGP on Twitter and Instagram? If not, please do so!
- 3. Booked your hotels and airline tickets for your upcoming meeting?
- 4. Have you requested the days off from classes/rotations?



# Mark your calendar!

Upcoming Meeting dates: July September January April

## When are the meetings?

All members (Executive Board and General Council) should plan to arrive before, and attend dinner the night before the meeting and should not leave until after 3 pm the day the meeting ends.

All Executive Board members attend the general council meeting in addition to their own meetings.

All members are responsible for their own travel and lodging costs. AACOM (or hosting organization) does arrange for discounted sleeping room rates. Breakfast, lunch, and refreshment breaks are typically provided by AACOM throughout the meeting dates. Dinners are social events and are not provided by AACOM.

Quarterly Meetings

Summer Meeting during the AOA House Of Delegates (HOD), Chicago, IL.

EBoard only: July 18th

General Council: July 19th- July 22nd; Silent Auction: July 22nd - July 24th

Additionally, several members are also their State's student delegates. These students may be required to stay through the entire meeting.

Fall Meeting during the AOA OMED, Anaheim, CA

EBoard only: September 15th

General Council: Sept 16th- 18th

Winter Meeting (location: WesternU COMP-Northwest, Lebanon, Oregon)

EBoard only: January 12th

General Council: January 13th – January 15th

Spring Meeting during the AACOM Annual Conference, Baltimore, MD

EBoard only: April 27th

General Council: April 28th - April 30Th

## What should I expect?

So this is your first time at this meeting, huh? We got you covered

Meetings are typically 3-4 days long and take place 4 times a year. We usually begin our day around 7 AM and continue until approximately 5 PM. You must be on time each day. It is also imperative that at least one of your school's representative is present in the meeting room at all times.

Each day, we will be presented with a number of important

speakers from the Osteopathic profession. This is your chance to ask these notable leaders your questions and seek answers on behalf of your peers. There will also be opportunities to hear from your other COSGP E-board members, as well as from each other. We strive to have ample school discussion events, also, which help to foster discussion and collaboration between our COMs.

Breakfast and lunch are usually provided. We ask that you attend each day dressed in busi-

## ness attire and remain engaged.

We believe the importance of work hard, play hard and thus our Programs Representative typically organizes events each night for members to enjoy. Although optional, they are HIGHLY encouraged. Depending on the meeting, there may be formal events to attend to. Please see individual meeting descriptions for more information on that

## **COSGP Member Committees**

Each member will have the opportunity to rank the various COSGP sub-committees that they would like to join. Each Committee is headed by at least one COSGP E-board member, as noted below. If you have not already, you will receive an email in which you will choose your committees. Please note that the committee to which you are assigned will be with whom you (or anyone who substitutes for you) will remain on for the duration of the year. The committees are:

#### · Budget and Finance Committee (Treasurer, AOF BOT Student Delegate)

- · Organizes the AOA silent auction COSGP's biggest fundraiser
- · Creates COSGP's annual budget
- · Alumni relations
- · Continuously work throughout the year to develop innovative and successful fundraisers, host speakers and plan financial leadership sessions to benefit the council as a whole

#### · Global Health Committee (Global Health Representative)

- · Work to raise awareness of principles, issues and current events in the Global Public Health arena
- · Work with organizations such as DOCARE International, AMSA, SOMA, Osteopathic International Alliance (OIA), Bureau on International Osteopathic Medical Education and Affairs (BIOMEA), and the AOF to increase visibility for global health student opportunities
- · Work to continuously update the Global Health Facebook page with opportunities and information

#### · Leadership Development Committee (1st Vice Chair)

- · COSGP offers student leaders lectures and sessions to help forge the future leaders of the Osteopathic profession
- · Actively participate in planning the National Osteopathic Student Seminar (NOSS) at the OMED meeting
- · Members work to plan leadership development activities at COSGP meetings

#### · Legislative Affairs Committee (Parliamentarian and Legislative Affairs Representative)

- Research and stay informed of legislative and government relations issues that affect osteopathic medical students, undergraduate medical education, and graduate medication education
- · Organize the National Osteopathic Student Caucus (NOSC)
- · Encourage osteopathic medical students to become more involved in legislative advocacy and awareness
- · Provide students with resources and strategies to engage local, state and national legislators about issues facing osteopathic medical students.

#### Medical Education Committee (Medical Education Representative)

· Address issues in – school curriculum, NBOME exams, COMLEX Levels I, II, and III, Society of Osteopathic Medical Educators (SOME)

#### · Public Relations Committee (2nd Vice Chair, Public Relations/Website Representative)

- · Works to improve the public face of the osteopathic medicine
- · Creates and disseminates The Pulse newsletter
- · Manages the COSGP website, Facebook page, Twitter which offer study resources and access to the resources from all other COSGP committees
- · Create promotions for meetings and events

#### · Research Committee (Research Representative)

- · Finds and shares research resources and encourages students to participate in national conferences on research
- · Presents different aspects of the importance of research to the general council
- · Formulates surveys for student information review how students prepare for licensure examinations for both Level 1 and 2, produces a research packet to accumulate the various opportunities for research across the country, and presents strategies to be successful in research during the clinical clerkship years

#### · Student Services Committee – (Secretary and Programs Representative)

- · Organizes and facilitates various awards and community service projects throughout the year
- Coordinates Translating Osteopathic Understanding into Community Health (TOUCH) and Student DO of the Year (SDOY)
- · Works to promote networking among clubs and organizations at different campuses in order to facilitate teamwork, foster friendships and enrich each student's experiences

## **Packing list**

Business attire for each day

COSGP Pin (presented at your first meeting)

Notepad and writing utensil

Laptops/Tablets (optional)

Clothing for After Hours events

Spending money/credit cards

Necessary toiletries

## **Organizational Structure**

Each school's delegation is comprised of two members. While circumstances may require these delegates to change between meetings, during a single meeting, swapping of delegates is not permitted. During meetings, only those registered for the meeting will be permitted in the room.

We strictly abide by Robert's Rules of Order and these will be enforced by the Parliamentarian. A Robert's Rules cheat sheet have been provided in this packet for your review.

### **School Discussions**

Prior to each meeting, a link will be sent out in which you have the opportunity to submit questions which can be asked during allocated School Discussions sessions. These are questions that you would like to get feedback on to report back to your school— whether this is class scheduling to planning school sponsored parties, anything is fair game.

Please note that for all discussions that requiring voting, each school will receive one vote.

## **School Reports**

Prior to the July meeting, each school will rank in which meeting they would like to present their "School Report", which is your opportunity to update all of the COMs on what's unique about your COMs? Have you held a health fair for underprivileged children or maybe you have a novel simulation lab— we want to hear from you. Each report should be no more than 7 minutes.



COSGP Members enjoying After Hours events

## **Afterhours Events**

The Programs Representative is responsible for organizing various evening activities for all of us to enjoy. Each night usually has a planned dinner, as well as some sort of outing. While these events are optional, they are highly encouraged. This is your opportunity to relax and get to know your peers on a more personal level. Please note that you are still a representative of COSGP during all afterhours events. #KeepItClassy. We request that you maintain professional behavior at all times and that you use good judgement when selecting your afterhours attire.

## **Community Service Project**

In each meeting, we will also be doing a small community service project. Please see your email prior to the meeting for more details, as well as for requested supplies.

## Stay engaged with your home community!

We do a lot of very important work at our meetings and it is important that we show students at our COMs that we are doing so. We highly recommend live tweeting and posting photos of lecturers and other COSGP activities regularly during your meetings! Be sure to use the official meeting hashtags, given during each meeting

## **July Meeting**

Our annual July meeting takes place in July in Chicago, IL, coinciding with the American Osteopathic Association (AOA) House of Delegates. As with most meetings, the COSGP potion of the meeting will last 3-4 days. Thereafter, many of you will have the opportunity to serve on your State Society delegation to the House of Delegates. Arrangements for that should be done with your school/State Societies directly.

Prior to the meeting, please be sure, that in addition to the usual pre-meeting rituals, you take some time to review the bylaws being proposed at the House of Delegates meeting. These can be found on the AOA website approximately 3-4 weeks prior to the House of Delegates It is imperative that as a voting member of the delegation, you are informed.

Several of the bylaws each year affect Osteopathic Medical Students (us!) and therefore we will be discussing these in the National Osteopathic Student Caucus, discussed below. Selected bylaws for discussion will be disseminated via email several weeks prior to the meeting.

Information about discounted hotel rates, as well as the general agenda will be communicated via email from Kate Hirsch. It is expected that you are able to attend the meeting for the full duration and any need to leave prior should be discussed with the COSGP Chair as soon as possible. Detailed daily agendas will be available on the Slack.

High yield checklist: Have you...

- Registered for the July meeting? Email Kate Hirsch if you have any questions.
- Booked your hotel?
- 3. Made your travel arrangements, as per the dates of our meeting at the HOD?
- 4. Reached out to your state society and/or deans about being a delegate to the HOD?
- Secured \$600 worth of items to auction at the Silent Auction? More information below.
- 6. Reviewed the Resolutions to be discussed at the NOSC?
- 7. Signed up for After Hours events?
- 8. Downloaded the Slack App?

## **National Osteopathic Student Caucus (NOSC)**



COSGP Member Matt Macoul address AOA House of Delegates on Issue of Student Mental Health

The NOSC is an open forum for all students to discuss several proposed resolutions to the AOA -HOD; after discussion on a topic has finished a vote will occur and this vote will serve as the final opinion of the student body to the AOA on each of the matters discussed.

Prior to the COSGP meeting, the Parliamentarian and Legislative Affairs Representative work to go through the proposed resolutions and select the top 15 or so resolutions to gather student opinion on.

All students are invited to attend the NOSC, both in person and online. The 2nd Vice Chair and Public Relations/Web Representative will send more information about registration, along with the information on how students at home can log on to the live recording with accompanying Q&A ability. For those watching at home, consider hosting a viewing party at your school. This is our opportunity as students to make our voices heard.

And fear not- At our meetings, we will prepare each of you to feel confident to professionally speak on the topics to be addressed

## **Silent Auction**

You will soon, if not already, receive information about your school's contribution to the silent auction. Each school is requested to donate \$600 worth of items—from electronics to antiques, all is welcome.

The Silent Auction takes place

outside of the meeting room at the HOD. Please look out for sign up information from our secretary closer to the HOD. We will need COSGP members to help "sell" items, answer questions, mingle with HOD guests, and also daily setup/breakdown. The funds raised from this auction primarily go towards the COSGP operations budget so that we can provide internet at our meetings, food, awards, etc.

Questions about the silent auction can be sent to our treasurer at cosgptreas@aacom.org

## **Inside the House of Delegates**

The American Osteopathic Association House of Delegates Meeting is an annual conference in which the Association votes on resolutions put forth by various societies and state associations, including resolutions put forth by students! Most state societies have a seat for a student representative. By default, we suggest the COM SGA President be the student delegate and their counterpart the alternate, and we suggest both take turns sitting in as the voting member to allow both delegates the opportunity to

take part on this incredible experience.

COSGP members are welcome to speak at the meeting. They can speak on behalf of Osteopathic medical students, COSGP, your school, or yourself. But it is essential that you make your stance clear prior to speaking. We will introduce you to proper protocol during the NOSC.



COSGP Members at the AOA House of Delegates Meeting



Students pictured with former AOA President, Dr. Robert Juhasz; AOA CEO Adrienne White-Faines; and Dean of RowanSOM, Dr. Thomas Cavalieri

## **President's Reception**

During the July meeting, the new AOA President is instilled and that means a party! Please see the agenda for the specific details. For attire, so we suggest suits and ties for men and cocktail dresses for women. Dinner, drinks, and dancing are all included! It's a great time for all to enjoy.

It is IMPERATIVE that weeks leading up to and during the meetings, you check your emails and the Slack regularly. All changes will be communicated via these platforms



## **Fall Meeting**

Our annual Fall Meeting is held in conjunction with OMED, the largest Osteopathic Medical Conference in the world. We welcome back our returning COSGP members from the July meeting, as well as those new members who will be joining us.

This year, COSGP members **will not** be required to purchase tickets to OMED, unless they wish to attend events on their own. Please remember that it is imperative that **at least** one voting member from you school be present in our meetings at all times.

Information about discounted hotel rates, as well as the general agenda will be communicated via email from Kate Hirsch. It is expected that you are able to attend the meeting for the full duration and any need to leave prior should be discussed with the COSGP Chair as soon as possible. Detailed daily agendas will be available on the Slack.

High yield checklist: Have you...

- Registered for the Fall meeting? Email Kate Hirsch if you have any questions.
- Booked your hotel?

- 3. Made your travel arrangements, as per the dates of our meeting?
- 4. Signed up for After Hours events?
- 5. Reached out to your Dean's office to secure a seat at the AOF Honors Banquet?
- 6. Downloaded the Slack App?

## **National Osteopathic Student Seminar (NOSS)**

The National Osteopathic Student Seminar is an interactive workshop developed by the Leadership Committee that aims to inspire Osteopathic students to be leaders in their communities. Each year, we invite a notable speaker from across the country to come and talk to us about the importance of leadership and how to be an effective leader. This event is open to all Osteopathic Medical Students. Unfortunately, this event is not live-streamed or recorded, therefore students must attend in person.

This year, we are pleased to welcome Dr. James Avey, PhD from Central Washington University to discuss building hope, optimism, and resilience. We encourage you to share information about this event with your classmates, particularly those attending OMED.

COSGP Members with NOSS 2015 Speaker, Dr. Jason Stoner, PhD







COSGP EBoard members at Honors Banquet

## **American Osteopathic Foundation (AOF) Honors Banquet**

Each year, the American Osteopathic Foundation (AOF) hosts an awards banquet in which they honor members of the Osteopathic community for their dedication to the profession. This event is also a major fundraiser for the AOF. Please reach out to your Dean's office to secure a seat for this event, as tickets at \$275 per person!

#### Attire:

Ladies: please consider a long dress and feel free to run pics by **Kortnee**, **Anya**, **or Vanessa** as they have attended multiple Honors events in the past.

Gentlemen: , please grab a **tux and black tie** if possible, but do not bend over backwards to panic and rent one if expensive - you can wear a **black suit and black tie** and fit in just fine.

## **Omega Beta Iota Political Action Society Inductions**

Omega Beta Iota, the National Osteopathic Political Action Honor Society, was founded in 2007 to emphasize the importance of the work medical students do for our political system. Induction into OBI is an honorary recognition for politically active medical students and professional mentors who demonstrate excellence in healthcare politics.

Applicants are expected to meet certain standards, such as: leadership in organizational roles, membership in various osteopathic organizations, grassroots political activism, and participation in political events at the state and national levels.

Twice a year, Omega Beta Iota welcomes a new class of inductees at an induction ceremony timed around OMED and D.O. Day on Capitol Hill in Washington, D.C. *Attendance at this induction ceremony is strongly recommended for new inductees. Applicants who are invited for induction will be notified with further details.* 

More information can be found here: <a href="http://www.omegabetaiota.org/Home\_Page.php">http://www.omegabetaiota.org/Home\_Page.php</a> . The inductions will take place on Saturday, September 17th, 2016 this year.

## **Winter Meeting**

This meeting is always graciously hosted by one of our COMs. This is our opportunity to continue the work that that was started in our prior meetings, while also learning about the host school and what makes their institution unique. The DO4U Community Service Event is held during this meeting to help address the needs of the local community. Furthermore, there are fewer guest presenters and more time for the council to work with each other to accomplish the goals set forth by both COSGP, at large, individual committees, or personal. The end of the meeting will also be an opportunity for general council members to learn more about elections, to be held in April.

Please note that dress code still applies, as usual. Furthermore, all members are encouraged to participate in all afterhours events

## The meeting is over... now what?

Following the meeting, we guarantee that each of you will feel proud of your Osteopathic heritage and all the great things that we discussed at our meetings. It is essential that you share the information with your schools. Whether this be via emails or hosting town hall meetings, we hope that you will decide what works best for your institution. Something that we hope to equip each of you with this year is a High Yield sheet with some quick summary facts about important topics discussed. Please be on the lookout for these in your email following the meeting.

Between meetings, we ask that you stay engaged. Continue to communicate via the Slack App. We ask that you continue our conversations on Social media, as well. Be sure to Like the Council of Osteopathic Student Government Presidents on Facebook and follow @COSGP on Twitter and Instagram

And lastly, sit tight and wait anxiously for the next meeting!

Osteopathic medical students are not the future of the osteopathic profession: they are the osteopathic profession

– Karen Nichols, DO

## **Potpourri**

#### The Pulse

COSGP's PR/Web Committee regularly puts publishes our newsletter, *The Pulse*. We encourage all COSGP members to submit articles, as well as reach out to the students at your COMs to submit essays/articles, as well. All work can be submitted to cosgpprweb@aacom.org. We will announce deadlines for submission prior to the publication of each edition. We ask that once published, you share *The Pulse* with your students.

Copies of previous editions of *The Pulse* can be found here; http://www.aacom.org/cosgp/the-pulse

## **TOUCH Program**

Translating Osteopathic Awareness into Community Health, or TOUCH, aims to increase awareness of osteopathic medical students in the local, national, and global community through the basic tenet of service. Students who achieve a minimum of 50 TOUCH points receive recognition by their local school and COSGP for their accomplishment. Many different activities qualify for TOUCH points, from global outreach to health fairs to osteopathic advocacy. More information can be found at http://cosgptouch.aacom.org/.



## **COSGP Strategic Plan**

To ensure that COSGP continuously adapts to address the ever-changing needs of our students and profession, many members worked to develop the Strategic Plan, provided in subsequent pages. We ask that you browse these to acquaint yourself with what projects will be worked on by each subcommittee.

## **COSGP Bylaws**

A copy of our bylaws has also been included for your reference.

## **Quick Guide to Deciphering the Alphabet Soup**

AACOM- American Association of Colleges Medicine

AOA- American Osteopathic Association

AOF- American Osteopathic Foundation

COM-College of Osteopathic Medicine (Also sometimes SOM- school of osteopathic medicine)

HOD- House of Delegates

NBOME- National Board of Osteopathic Medical Examiners

NOSC- National Osteopathic Student Caucus

SOMA- Student Osteopathic Medical Association

TOUCH- Translating Osteopathic Understanding into Community Outreach



## Parliamentary Motions Guide

Based on Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YC	OU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	<b>DEBATE?</b>	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for	No	Yes	No	Yes	Majority
§19	Register	I rise to a question of					
	complaint	privilege	Yes	No	No	No	None
§18	Make follow	I call for the <b>orders</b>					
	agenda	of the day	Yes	No	No	No	None
§17	Lay aside	I move to <b>lay</b> the					
	temporarily	question on the table	No	Yes	No	No	Majority
		I move the <b>previous</b>					
§16	Close debate	question	No	Yes	No	No	2/3
§15	Limit or extend	I move that debate be					
	debate	limited to	No	Yes	No	Yes	2/3
§14	Postpone to a	I move to postpone					
	certain time	the motion to	No	Yes	Yes	Yes	Majority
§13	Refer to	I move to refer the					
	committee	motion to	No	Yes	Yes	Yes	Majority
§12	Modify wording	I move to <b>amend</b> the					
	of motion	motion by	No	Yes	Yes	Yes	Majority
		I move that the					
§11	Kill main motion	motion be <b>postponed</b>	No	Yes	Yes	No	Majority
		indefinitely					
§10	Bring business						
	before assembly	I move that [or "to"]	No	Yes	Yes	Yes	Majority
	(a main motion)						

## Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10<sup>th</sup> Edition)* 

**Incidental Motions** - no order of precedence. Arise incidentally and decided immediately.

Y	OU WANT TO:	YOU SAY:	INTERRUPT	2 <sup>ND</sup> ?	<b>DEBATE?</b>	AMEND?	VOTE?
§23	Enforce rules	Point of order	Yes	No	No	No	None
§24	Submit matter to	I appeal from the					
	assembly	decision of the chair	Yes	Yes	Varies	No	Majority
		I move to suspend					
§25	Suspend rules	the rules which	No	Yes	No	No	2/3
		I object to the					
§26	Avoid main motion	consideration of the	Yes	No	No	No	2/3
	altogether	question					
		I move to <b>divide the</b>					
§27	Divide motion	question	No	Yes	No	Yes	Majority
§29	Demand rising vote	I call for a division	Yes	No	No	No	None
§33	Parliamentary law	Parliamentary					
	question	inquiry	Yes	No	No	No	None
§33	Request for						
	information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34	Take matter from table	I move to take from the table	No	Yes	No	No	Majority
625		the table	110	1 05	110	110	3 3
§35	Cancel previous						2/3
	action	I move to <b>rescind</b>	No	Yes	Yes	Yes	maj. w/ notice
		I move to reconsider					
§37	Reconsider motion	the vote	No	Yes	Varies	No	Majority



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



## Council of Osteopathic Student Government Presidents Strategic 3 Year Plan

The Council of Osteopathic Student Government Presidents (COSGP), as the student council of the American Association of Colleges of Osteopathic Medicine (AACOM), will partner with AACOM to be the principal advocate for all osteopathic medical students, empowering, educating, engaging and providing leadership for the osteopathic medical student body.

Be the recognized national leader and voice of osteopathic medical students, working to strengthen the osteopathic profession by continuously representing and empowering students and partnering with osteopathic organizations.

COSGP will work to promote the principles of and pride in the osteopathic profession and will work to protect its future. COSGP serves as the primary student voice for all osteopathic medical students to professional and educational organizations including AACOM, the American Osteopathic Association (AOA), the American Osteopathic Foundation (AOF), the National Board of Osteopathic Medical Examiners (NBOME) AACOM-Government Relations and other relevant organizations. By assembling student leaders from each college of osteopathic medicine (COM), COSGP will continuously work to promote excellence in medical education and increase communication between students and osteopathic leadership.

Goal One: Represent the comprehensive voice of osteopathic medical students

- 1. Advocate for students' needs
  - a. Seek feedback from COMs/SOMs to bring to the national level at quarterly meetings and school discussions
  - b. Regularly survey the osteopathic student body through different mediums in order to gather questions, concerns, feedback and ideas with the aid of the COM/SOM Dean and/or student services.
- 2. Act as the conduit between student body and national organizations communicating students' concerns to osteopathic leadership and informing students of new and ongoing opportunities and changes within the profession
- 3. Engage in AOA legislature and state societies through individual student delegates at the AOA- House of Delegates (HOD) and the National Osteopathic Student Caucus (NOSC)

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE
AMERICAN ASSOCIATION OF
COLLEGES OF OSTEOPATHIC MEDICINE



Goal Two: Protect and promote the osteopathic profession

- 1. Define and maintain osteopathic distinctiveness, encouraging osteopathic medical students in the implementation of osteopathic principles and practices.
- 2. Promote and support continued understanding and use of Osteopathic Manipulative Medicine (OMM)
- 3. Promote pride and accountability within the profession among osteopathic medical students
  - a. Encourage students to remain engaged and continue as active members of the osteopathic profession through the AOA, and professional organizations
  - b. Promote the understanding in students that the AOA is the distinctive voice for osteopathic physicians which will represent them most actively/accurately
- 4. Promote the osteopathic profession and ideals to the community and pre-medical students
- 5. Cultivate relations with the AOA Bureau of Emerging Leaders
  - a. Work with the AOA Bureau of Emerging Leaders to develop a contact list of COSGP Alumni to serve as mentors to current COSGP members
  - b. Collaborate on an annual OMED presentation from AOA Bureau of Emerging Leaders to students in attendance
- 6. Involvement in political advocacy and public policy for osteopathic medical students and the profession at the state and national level
  - a. Lobby locally with state societies and nationally at events like DO Day on the Hill and COM Day on the hill

Goal Three: Promote excellence in osteopathic medical education

- 1. Stimulate conversation regarding the future of osteopathic medical education
- 2. Provide tools to aid in student preparation and success on national and individual school exams
- 3. Maintain active membership on the Society of Osteopathic Medical Examiners (SOME)Steering Committee
  - a. Ensure SOME member awareness of student's needs and the reality of the instruction and outcomes based on current practices.
  - b. Attend both in person and conference call meetings for the SOME Steering committee and assist in planing of AACOM presentations

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE
AMERICAN ASSOCIATION OF
COLLEGES OF OSTEOPATHIC MEDICINE



Goal Four: Dedication to service and improving the health of the local and global community

- 1. Maintain the Translating Osteopathic Understanding into Community Health (TOUCH) Program
  - a. Grow student involvement through grassroots outreach and encourage development of opportunities for students to participate
- 2. Build Global Health awareness and involvement in the osteopathic student body
- 3. Strengthen relationships with the American Osteopathic Foundation (AOF)

Goal Five: Promote leadership, growth, and health of students in osteopathic medical schools

- 1. Equip student leaders to engage and provide information to their students
- 2. Empower the osteopathic medical student body
  - General council members will disseminate relevant information from quarterly meetings to all osteopathic medical students
  - b. Promote the usage of the COSGP website as a resource to all osteopathic medical students
- 3. Foster leadership development and professional growth
- 4. Ensure that a creative environment for progress and insight within osteopathic medical education is fresh in the minds of leaders of our profession as well as the student leaders
- 5. Provide support and resources to the osteopathic student body in an effort to improve mental health of all students

Goal Six: Maintain the sustainability and professionalism of the organization

- 1. Manage the council budget fiscally and continue to develop and promote fundraising to support organizational costs.
- 2. Implement and follow parliamentary procedure
- 3. Maintain COSGP constitution and bylaws
- 4. Self-regulate membership to maintain a professional atmosphere
- 5. Annually re-evaluate the COSGP strategic plan
- 6. Promote timely discussion and provide current information through quarterly meetings with full COM/SOM representation
- 7. Equip and ensure proper transition for COSGP representatives from each school to their incoming COM/SOM representatives

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE
AMERICAN ASSOCIATION OF
COLLEGES OF OSTEOPATHIC MEDICINE



#### LEADERSHIP DEVELOPMENT COMMITTEE

<u>Mission Statement:</u> To serve as a resource for the COSGP council members and provide opportunities and tools to develop leadership skills.

#### Yearly Plan:

- 1. Coordinate and run the National Osteopathic Student Seminar (NOSS)
  - a. Work with Council to pick a speaker based on interest.
- 2. Develop and run the annual Leadership series
  - a. Partner with Student Services to survey the council members to determine their most relevant and important topics.
- 3. Promote outside leadership opportunities within the profession to osteopathic medical student via social media outlets and national webinar events
- 4. Continue annual E-Board Leadership Retreat to be held in conjunction with AACOM Leadership.
- 5. Partner with the Student Services Committee to help establish an Ambassador Program as continuation of Mental Health Awareness Task Force (MHATF) efforts
- 6. Invite leadership experts to speak at each quarterly meeting
- 7. Coordinate with Student Services Committee to have "Mental Health Breaks" during After Hours at our quarterly meetings
- 8. Partner with with Public Relations and Web Committee to incorporate "Mental Health Breaks" with "Social Media Blasts."
- 9. National First-Vice Chair will ensure the Strategic Plan is disseminated to all general council members at the first quarterly meeting.

#### Two Year Plan:

1. Partner with Public Relations and Web Committee to summarize resources shared at each meeting

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



2. Partner with Public Relations and Web Committee to plan a national event at all schools to promote COSGP

#### Three Year Plan:

1. Partner with Public Relations and Web Committee to start a Leadership series that can be posted online to be viewed by osteopathic medical students at their leisure.

#### PUBLIC RELATIONS/WEB COMMITTEE

<u>Mission Statement:</u> To inform osteopathic medical students of COSGP's activities and resources and to provide pertinent information to osteopathic medical students.

#### Yearly Plan:

- 1. Increase awareness and promote utilization of COSGP's resources among osteopathic medical students via COSGP social media accounts (i.e. Facebook, Instagram, and Twitter)
- 2. Disseminate the COSGP newsletter with meeting recaps within 2 weeks of each quarterly meeting while exploring the additional use of video and info-graphics
- 3. Utilize social media platforms to promote the information gathered during the quarterly meetings
- Create NOM week and OMS Day of Wellness media packets to distribute to osteopathic medical students with the intention of encouraging a united national osteopathic medical presence during NOM week
- 5. Collaborate with National Chair and Student Services Committee to maintain a listserv of all osteopathic medical students' emails.
- 6. Establish and promote aacom.org/cosgp as a reliable and up-to-date information source for osteopathic medical students for the duration of their medical education
- 7. Quarterly review contents of aacom.org/cosgp to ensure most pertinent and up-to-date information is visible and accessible.

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 8. Collect quarterly data profiling the traffic to aacom.org/cosgp for the upcoming year in order to execute strategies that expand the usage of the website.
- 9. Promote formation of new avenues of information exchange via social media
- 10. Partner with the Research Committee to incentivize and educate submissions to the Journal of Student Run Clinics.
- 11. Provide support to the Mental Health Awareness Task Force by creating innovative graphics and videos to maintain the momentum of the campaign
  - a. Work with the Legislative Affairs Committee to create a one-page "leave behind" that educates our legislators on the MHATF survey results that can be utilized at State and National DO Day events.
- 12. Increase the number and efficiency of Social Media Blasts during COSGP quarterly meetings.

#### Two Year Plan:

- 1. Obtain a reliable computer that will be used to maintain software for video/graphic productions.
- 2. Host a minimum of 2 webinars per year covering topics determined to be relevant by the COSGP general council during the Summer and Winter quarterly meetings
- 3. Upload and edit recorded content of the meetings
- 4. Collaborate with Student Services committee to develop a video raising awareness of SDOY
- 5. Plan a networking event at OMED between COSGP members and members of the AOA Bureau of Emerging Leaders (BEL).

#### Three Year Plan:

- 1. Maintain the latest social media avenues for COSGP use.
- 2. Partner with AACOM and AOA public outreach avenues to maximize impact on students
- 4. Make links to COM Student Handbooks available to general council members for increased utilization during school discussions.
- 5. Support the MHATF by utilizing social media outlets to disseminate the data collected, advocate for the discovered best practices, and provide easy access to helpful resources.

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



#### MEDICAL EDUCATION COMMITTEE

<u>Mission Statement:</u> Members of the committee will continue to be at the forefront of medical education research and development and bring information back to students.

#### Yearly Plan:

- 1. Re-evaluate research projects on a yearly basis and continuously update information regarding research topics including medical education resources on https://www.aacom.org/cosqp
- 2. Identify the changes in medical education and curriculum and keep students informed.
- 3. Partner with SOME and other leaders of the profession to remain informed.
- 4. Promote collaboration with curriculum representatives at individual COM/SOMs
- 5. Provide education focused presentations to COSGP members that can be taken back to their respective schools
- 6. In partnership with Student Service and Communication committees, medical education committee will strive to evaluate 3rd and 4th year topics and increase communication and interaction with those on clinical rotations
- 7. Continue the Med Ed Award for outstanding projects/curriculum at COMs/SOMs
- 8. Partner with experts in the medical education field and prepare webinars and resources for students
- 9. Encourage and student involvement with and participate in the COCA and other national organizations

#### Two Year Plan:

1. Maintain awareness of current medical education developments and proactively disseminate information to the general council and osteopathic medical students nationwide.

#### Three Year Plan:

- 1. Partner with Research Committee to continue large scale and on going research projects including:
  - a. Curriculum
  - b. OMT study
  - c. COMLEX level 1 and 2

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 2. Define and maintain osteopathic distinctiveness, encouraging osteopathic medical students in its implementation and practice
- 3. Partner with Leadership Committee to retain national speakers for each quarterly meeting
- 4. Promote and support continued understanding and use of Osteopathic Manipulative Medicine (OMM)
  - Medical education representative will collaborate with ECOP (Educational Council on Osteopathic Principles), SAAO (Student American Academy of Osteopathy) and AAO (American Academy of Osteopathy)

#### STUDENT SERVICES COMMITTEE

<u>Mission Statement:</u> Empower osteopathic medical students and their student leaders to reach their full potential as future physicians by providing opportunities for service, recognizing young champions of the profession, increasing the visibility of osteopathic medicine, and articulating the voice of all medical students to the student affairs-focused decision making bodies of the profession.

#### Yearly Plan:

- Update TOUCH and associated awards revise instructions and formatting for clarity according to TOUCH Coordinator feedback
- 2. Organize Student DO of the Year (SDOY) Award revise instructions and formatting for clarity according to SDOY Coordinator feedback
- 3. Facilitate DO4U Service Event at January Quarterly Meeting (TBD)
- 4. Explore electing a student from the student services committee to sit on CSA
  - a. Develop relationships with CSA at major conferences; increase interaction between COM/SOMs and CSA liaisons
- 5. Educate and support COSGP members on how to distribute key information to students following conferences

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 6. Reanalyze communication strategy and explore how to bring criticism and comments back to individual schools to elicit change.
- 7. Transition new members into COSGP with new member conference calls, pairing new school with old school members
- 8. Improve the transition process for new COSGP E-board and for incoming general council members
- 9. Work with the AOF to include all COSGP council members in the Helping Hands service project at OMED
- 10. Ensure COSGP service events are effective and well-rounded experiences by providing COSGP members with information and training on the service organization prior to the event.
- 11. Restudy the mental health landscape of osteopathic medical students via continued efforts with the Mental Health Survey. Utilize Dr. Elizabeth Beverly, PhD (Assistant professor at OUHCOM)
- 12. Advocate for the 2016 mental health resolution at House of Delegates
- 13. Establish Ambassador Program as continuation of MHAT efforts
- 14. Help plan and coordinate OMS Day of Wellness with all COMs
- 15. Select new yearly SDOY Essay prompt
- 16. Promote SDOY earlier (April-July) in collaboration with PR/Web committee and develop a video to build awareness of SDOY
- 17. Partner with Research Committee to assess Mental Health Survey information and plan a target date to release new survey.
- 18. Provide major update to TOUCH website and reanalyze its efficacy
- 19. Reanalyze SDOY to possibly highlight the accomplishments of other exceptional applicants

#### Two Year Plan:

- 1. Update TOUCH protocols every 2 years
- 2. Assess an appropriate target date to release new Mental Health survey

#### Three year Plan:

 Provide major update to TOUCH website and reanalyze its efficacy according to TOUCH coordinator feedback

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE
AMERICAN ASSOCIATION OF
COLLEGES OF OSTEOPATHIC MEDICINE



#### LEGISLATIVE AFFAIRS COMMITTEE

<u>Mission Statement:</u> Promote advocacy among osteopathic medical students at the local, state, and national level by creating actionable policies and encouraging student engagement; and to expand the influence of COSGP and the osteopathic medical profession.

#### Yearly plan (recurring):

- 1. Draft resolutions pertaining to the needs of Osteopathic Medical Students to the AOA and AACOM
- 2. Review and submit changes to the COSGP Constitution and Bylaws yearly
- 3. Promote active use of Robert's Rules in COSGP meetings
- 4. Disseminate a Robert's Rule reference resource to all incoming members of COSGP
- 5. Collaborate with Omega Beta lota
- 6. Continue partnership with AACOM Government Relation Staff
  - a. Select relevant health policy laws to be presented at COSGP quarterly meetings with information further disseminated to COM/SOMs
  - b. Work with COMs/SOMs to promote health policy and advocacy within the entire Osteopathic student body

#### Two Year plan:

- 1. Make available all COM/SOM Constitutions and Bylaws as permitted by the individual schools
- 2. Achieve full attendance of the Legislative Committee at D.O. Day and COM Day on Capitol Hill
- 3. Achieve full participation of committee members with state associations and events

#### **Research Committee**

<u>Mission statement:</u> Promote and advocate for osteopathic student research and to provide guidance and resources to facilitate medical research.

Yearly plan:

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 1. Promote Student Researcher of the Year (SROY) Award
  - a. Weekly reminders sent the month before applications are due, with monthly e-mails and "The Pulse" blurbs prior to that.
- 2. Survey general council to determine the research opportunities available at each COM/SOM
- 3. Host and promote poster competitions and student keynote speakers at the COSGP January meeting while partnering with Leadership committee
  - a. Reassess incentives for the application into the COSGP poster competitions
- 4. Create an informational sheet that would aid the host school in running the poster competition.
- 5. Encourage submissions to the Journal of Student Run Clinics in partnernership with PR Web.
- 6. Implement a program that mobilizes each respective Osteopathic School's research department to begin to reach out to local interns/residents/fellows on behalf of the students to provide outlets for research that can be done during the didactic years partner with Med Ed to help those that do not have research departments.

#### Two Year plan:

- 1. Have the research rep, in conjunction with the chair, review for the Journal of Student Run Clinics
- 2. Promote awareness of the SROY OMED, AACOM and COSGP poster competitions to increase submissions through a targeted marketing campaign that portrays the benefits of research to students
- 3. Generate an online SROY application to help collect categorizable data to increase the cohort of applicants

#### Three Year Plan:

- 1. Promote student involvement with the JAOA
- 2. Partner with the JAOA to improve their impact factor
- 3. Assess AOA research funding and allotment and communicate student opinion

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 4. Assess the need of the osteopathic student to perform research during their didactic / clerkship years through the scope of residency selection as single accreditation develops - Partner with Med Ed and generate a survey.
- 5. Create a "how to do research" document to help students navigate their options

#### **FINANCE COMMITTEE**

<u>Mission Statement:</u> Responsibly manage the fiscal needs of COSGP, continue to develop and promote fundraising to support organizational costs, and educate students on the financial aspect of medicine and medical school while serving as a resource on issues related to financial planning after graduation.

#### Yearly Plan:

- 1. Partner with Student Services Committee on acquiring a list of COSGP alumni and their contact information who can be contacted as future donors to COSGP.
- 2. Survey current COSGP members after each quarterly meeting about their use of varied items at meetings (power strips, internet, etc). to determine which unused or hardly used resources can be stricken from future meetings.
- 3. Plan and organize silent auction at the yearly HOD meeting.
- 4. Increase amount of fundraising events both internal within the general council and external involving the attendees at the HOD and OMED (Calendars, auctions, pins etc)
  - a. Potentially design products that can be sold throughout the osteopathic student community. Funds can be split between COSGP and corresponding SGAs of COM/SOMs
- 5. Partner with Leg. Rep to inform general council about AACOM's effort to reduce student debt and advocate for innovative opportunities to repay and reduce the burden of their loans.
- 6. Treasurer will continue to work with AACOM, 2nd Vice Chair and PR/Web Representative to receive online donations through the aacom.org/cosgp and AACOM websites

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



7. Provide financial/budgeting information in the form of handouts or presentations a minimum of one COSGP meeting throughout the year.

#### Two Year Plan:

1. Solidify COSGP alumni list and utilize data collected to start relationships/contact with potential and current donors in partnership with PR/Web

#### Three Year Plan:

- 1. Analyze the budgets and resources used from the previous 2-3 years and reorganize the finances for the upcoming year accordingly.
- 2. Reflect on the effectiveness of ongoing large fundraising projects and adjust as needed.

#### GLOBAL HEALTH COMMITTEE

<u>Mission Statement:</u> The Global Health Committee is dedicated to researching, consolidating, and disseminating information pertaining to international outreach opportunities and trends to the osteopathic student body, with the overall goal of increasing service opportunities and osteopathic awareness, both domestically and abroad.

#### Yearly Plan:

- 1. Obtain contact information of student global health and international medicine groups by Spring/Summer Conference.
- Contact the global health and international medicine group leaders at each COM/SOM to help address
  their specific struggles and provide resources. Ensure that the grass roots involvement via the regional
  delegation meetings continue and occur more than once. The Global Health Representative will
  oversee the organization and logistics of these regional meetings while the Global Health Committee
  members will lead their specific regional meetings.

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 3. Seek to establish (encourage and promote) one of the four annual COSGP conferences (OMED BIOM) to be a forum for global health trip discussions/presentations (e.g. case studies; country profiles medical/cultural attitude towards OMT). Ensure that COSGP members are in attendance at the BIOM presentations and increase student awareness of OIA.
- 4. Maintain and encourage continued use of DO Serve application. Check in with the global health chapter leaders to see how they are implementing the use of DOServe.
- 5. Ensure COM/SOM awareness regarding the DOServe app, providing each school with a PR packet to promote use of the application.
- 6. Analyze TOUCH hours to collect data regarding international outreach trips (# of students, # of hours, locations, etc.) for a publishable outcome.
- 7. Continue to build on the Cultural Awareness project with the goal of adding 3-5 countries to the current 35 country database every year.
- 8. Strengthen COSGP's Global Health Committee presence at the annual conferences through high-profile global health leader presenters
- 9. Promote policy internships for students such as WHO (World Health Organization) and PAHO (Pan American Health Organization) internships
- 10. Provide articles, websites, blogs and news pertaining to the global health community via the COSGP-Global Health Facebook page and other social media
  - a. Expand social entrepreneurship via attendance at the annual Unite for Sight Conference
  - b. Build a partnership w/ non profit institutions such as Break Away to increase service learning within COSGP and amongst global health leaders
- 11. Plan, execute and support OMS Day of Wellness initiatives throughout the country.

#### Two Year Plan:

- 1. Establish a Global Health Leader Award to be presented at AACOM spring meeting in 2016
- 2. Work with AACOM's fundraising team to create fundraiser templates for each school to use to raise funds for their global health chapter

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board



A COUNCIL OF THE AMERICAN ASSOCIATION OF COLLEGES OF OSTEOPATHIC MEDICINE



- 3. Work w/ the AOA to formulate a plan that students can use to advocate for practice rights in specific countries.
- 4. Utilize the data obtained from DOServe to develop a global health site and organization bank, and post it on the COSGP website so students can access it.

A Council of the American Association of Colleges of Osteopathic Medicine (AACOM)

#### 2015-2016 Executive Board