

## Overview of LIPSS Positions

*Note that these lists are not meant to be comprehensive, but rather, are brief description of the tasks involved.*

### **Executive Council**

Co-Presidents (2)

Director Internal

### **Board of Directors**

Director Finance

Director Social

Director Fundraising

Director SimSeries

Director Communications

Director External

Director Recruitment & Retention

Director Research

Director SimChallenge

### **General Council**

Associate Internal

Associate Finance

Associate Social

Associate Fundraising

Associate External

Associate SimSeries (1+)

Associate Communications

Associate Communication- Newsletter

Associate Recruitment & Retention

Associate Research

Associate SimChallenge (1+)

### **Co-Presidents (2)**

- Constantly strive to achieve our mission of promoting IPE among health learners to promote more collaborative, holistic, person-centred care
- Oversee all LIPSS activities
- Reviews LIPSS newsletter prior to distribution
- Call and chair meetings
- Delegate and oversee tasks among Directors and Associates and follow up to ensure deadlines are met
- Advocate for IPE in local or national political matters
- Seek new opportunities to further IPE opportunities in locally, nationally and internationally

- *Estimated time commitment per week = 15 hours*

### **Director Internal**

- Operates internal runnings of the club
- Creates meeting agendas
- Takes meeting minutes
- Emails out agenda and meeting minutes
- Utilizes google calendar to remind committee members of meeting dates
- Records and tracks attendance at meetings
- Books rooms for meetings and events at NOSM and LU
- Assists with other internal duties as they arise
- Delegates tasks to the Associate Internal, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Finance**

- Tracks any financial decisions made on behalf of the LIPSS Board of Directors
- Advises and approves event budgets for all planned LIPSS events
- Seeks out alternative funding opportunities (eg. applying for grants)
- Co-signs all outgoing and incoming money with one of the Co-Presidents
- Delegates tasks to the Finance Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Social**

- Organizes at least one interprofessional activity or event per semester, which is social in nature, that is available to all general student body members
- Organize at least one activity or event per semester, which is social in nature, for the LIPSS committee (General Committee, Board of Directors, and Executive Committee).
- Collaborates with other Directors as needed for event planning
- Coordinates with other program clubs to monitor social events.
- Delegates tasks to the Social Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Fundraising**

- Organizes events to raise funds, enabling LIPSS to host events and attend conferences (eg. bake sales, skit night, etc.) OR to support local charities

- Delegates tasks to the Fundraising Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director SimSeries**

- Organizes and promotes interprofessional activities and events which are academic in nature, such as, but not limited to:
  - LIPSS SimSeries
- Develops posters for said events in combination with the Communications subcommittee.
- Develops presentations and activities to engage students at said events
- Seeks out and secures speakers, facilitators, clinicians, standardized patients and/or actors for said events
- Delegates the SimChallenge Associate(s), calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Communications**

- Manages all communications of LIPSS
- Updates and maintains the LIPSS website and Facebook page.
- Directs and approves communications information to be disseminated.
  - This includes reviewing the newsletter before distribution
- Advises/collaborates with other Directors and Associates in the creation promotional materials for their events (\*Communications is responsible for **electronic** communication, while Recruitment is responsible for distribution and in-person presentations).
- Photographs key LIPSS events.
- Sends all LIPSS event information to LIPSS non-executive members at least one week before the event date.
- Represents LIPSS with the utmost professionalism when disseminating information in all modes.
- Delegates tasks to the Communications Associates, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- Sends out a Review of Operations (eg. via survey monkey) after each Fall and Winter semester, or at other times as group feedback is needed.
- *Estimated time commitment per week = 5 hours*

### **Director External**

- Liases with the Lakehead University Faculty of Health and Behavioural Sciences Interprofessional Education Committee, as student rep on the committee.

- Writes newsletters on recent events throughout the year, submitting to newsletters (eg. the Northern Ontario Medical Journal; The University of Toronto IPE Newsletter)
- Engages learners from health disciplines beyond programs at Lakehead University
  - Connects NOSM students (Med, OT, PT, PA, DI, etc.) with our events
  - Connects with Confederation College to establish a working partnership with them and include them in events when possible
- Delegates tasks to the External Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Recruitment & Retention**

- Organizes, facilitates, and implements the recruitment of members to the LIPSS committee and to any LIPSS-related events (\*Recruitment is responsible for **in-person** distribution and presentations, while Communications takes care of electronic-based promotions).
- Constantly strives to ensure the longitudinal success of LIPSS.
- Orients new LIPSS members in September and on an ongoing basis as new members join throughout the year.
- Oversees the recruitment of students for other major events throughout the year (ex. for SimChallenge, SimSeries, etc).
- Delegates tasks to the Recruitment Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

### **Director Research**

- Guides all research associated with LIPSS, including but not limited to: (1) event evaluation (2) student experience and (3) conference presentations and posters.
- Searches for conferences that would be beneficial for LIPSS to attend.
- Facilitates the attendance of local/provincial/national/international conferences by LIPSS members.
- Submits or advises other students in submitting abstracts to conferences that LIPSS has expressed interest in.
- Has research experience, ideally in IPE.
- Participate in any relevant IPE Journal Clubs (i.e. the CEPD NOSM IPE Journal Club).
- Provides a short presentation and discussion on recent findings in IPE research in their monthly General Council update. This can be a self-selected article, or an article from the IPE Journal Club.
- Delegates to the Research Associate, calling at least monthly meetings with the subcommittee associate as needed, and communicating the subcommittee's progress to their supervising Co-President on an on-going basis (recommended weekly checkins).
- *Estimated time commitment per week = 5 hours*

## General Council

### Associates

All are assigned a subcommittee: **Internal, External, Finance, Fundraising, Communications, Social, Recruitment & Retention, Research**

- Act as advocates for interprofessional education amongst their program peers (such as through word of mouth, putting up posters, sharing digital posters on facebook pages/groups, emailing the poster to relevant groups and doing announcements at the start of class)
- Assist in the recruitment of new members from their discipline during the fall and spring, as well as for particular events (eg. SimChallenge)
- Assist in assigned subcommittees work as delegated by their Director (further description below)
- Attend all LIPSS General Council meetings
- Encouraged to attend all LIPSS events (unless they have a scheduled class conflict).
- Forward any health-care related events to Director Communications to be put on the centralized website calendar event-feed.
- *Estimated time commitment per week = 3 hours*

### SimChallenge/SimSeries Associates

- In addition to the above-stated roles, they specifically assist in planning and executing the annual SimChallenge and SimSeries events.
  - Write the simulations
  - Integrate event within the National IPE Framework
  - Recruit students (participants and volunteers) in conjunction with the Recruitment and Retention, External and Communications subcommittees
  - Ensure positive student experience
  - Recruit and train facilitators
  - Recruit and train actors
  - Maintain public relations in conjunction with the Communications and Recruitment & Retention subcommittees
  - Evaluate event and publish findings where appropriate in conjunction with the Research subcommittee