

AMERICAN MOCK WORLD HEALTH ORGANIZATION, INC.

2021-2022

# AMWHO, INC. CHAPTER/CLUB MANUAL



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**PREPARED BY**

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# FOREWORD

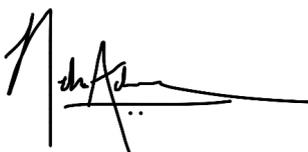
The American Mock World Health Organization, Inc. (AMWHO) is the only model-WHO entity in the United States of America. AMWHO aims to encourage greater discourse on global health policy within academic settings by creating authentic simulations of the World Health Assembly (WHA), the sole decision-making body of the World Health Organization (WHO). Similar to model-UN, these events take on a model-WHO structure that allows participants to assume the role of a WHO Ambassador, Non-Governmental Organization (NGO) Representative, Media Correspondent, or Pharmaceutical or Tech Company. After having researched their unique position, participants form final resolutions throughout the conference, which will ultimately be sent to the WHO Headquarters in Geneva, Switzerland for review.

After my discovery of the Ontario Model World Health Organization (OMWHO) in Toronto, Canada, I attended its conference as the WHO Ambassador for the Republic of Korea. The experience immensely expanded my understanding of global health affairs, diplomatic relations, and the WHA, and I understood just how necessary such knowledge was for a future career in global health policy. The United States had never created a model-WHO based organization, inspiring me to take on the challenge of spreading global health learning opportunities for students across the country.

We as an organization envision a generation of global health students equipped with the skills and experiences to achieve health for all. To see this vision to fruition, we aim to create experiences that advance the understanding of the WHA to empower future leaders in global health policy. By creating university chapters that conduct model-WHO based activities and conferences, as well as forming an annual international conference that invites students from all academic fields, AMWHO seeks to nurture an interest in global health policy often neglected in a standard health education curriculum.

The toolbox of leadership, public speaking, and organization skills are becoming essential for a future career in global health diplomacy, positioning AMWHO as a groundbreaking organization that offers such critical skills not gleaned from traditional classroom settings. The Board of Directors, Advisory Board, and I are grateful for your interest in our ever-expanding and innovative organization and look forward to having you join the AMWHO family.

Sincerely,



Neha Acharya-Harless  
AMWHO, Inc. Founder/Senior Advisor

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# ABOUT THE AMERICAN MOCK WORLD HEALTH ORGANIZATION



## NONPROFIT OVERVIEW

The American Mock World Health Organization, Inc. (AMWHO) was created on January 10th, 2014, based on the Ontario Model World Health Organization Simulation (OMWHO) in Toronto, Canada. AMWHO, Inc. is a registered 501(c)(3) nonprofit with a Board of Directors and Advisory Board committed to create annual international conferences, expand the chapter network, and empower future leaders in global health policy. By becoming an AMWHO delegate, member, or sponsor, you are contributing to the larger organizational vision of equipping global health students with skills necessary to achieve health for all.

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# OUR VISION, MISSION, & VALUES

AMWHO, Inc. is an innovative nonprofit, but is first and foremost a student organization. Created and led by students, the organization thrives on the passion, creativity, and unique approaches towards education that students bring to the table. AMWHO envisions a [generation of global public health students equipped with the diplomatic skills to pursue Health for All](#), the driving force behind the World Health Organization's work. Our chapters and clubs stand behind this mantra, helping the nonprofit to further the needle in promoting global health policy education.

Our mission is simple: we aim to [develop experiences that advance the understanding of the World Health Assembly in order to empower future leaders in global health policy](#). We directly contribute towards the future health workforce of the world by preparing global health policy oriented students with the tools and trades necessary to bridge disciplines and form concrete policies on the international level. AMWHO plays a significant role in the current global health policy landscape, and we strive to educate, to learn, and to empower the next generation.

## OUR VALUES

We as a nonprofit have defined set values that we strive to achieve in all work that we do. Below lists our four core values that embody the spirit and intent behind AMWHO, Inc.:

- 1) We [cultivate passionate leaders](#) in global health.
- 2) We [empower and celebrate](#) diverse representation.
- 3) We believe in [learning through doing](#).
- 4) We promote and practice the principle of [thinking globally and acting locally](#).



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# CHAPTER & CLUB OBJECTIVES

The intent of an AMWHO, Inc. chapter or club is to spread model-WHO knowledge and global health policy activities within their area by engaging passionate students through related activities. Chapters are created within universities, and clubs in high schools. The objectives of an AMWHO, Inc. chapter or club are as follows:

1. Promote the vision, mission, and values of AMWHO, Inc.
2. Coordinate an engaged and sustainable chapter or club on campus
3. Provide representation to AMWHO, Inc. international conferences annually (for chapters)
4. Engage in model-WHO based activities or conferences to further the discussion and teaching of global health policy on campus.

# CHAPTER & CLUB EXPECTATIONS

AMWHO, Inc. chapters and clubs are managed by the AMWHO, Inc. Chapter Directors. The Directors are part of the national Board of Directors, and provide institutional knowledge, manuals, materials, and guidance on chapter and club protocol. They also facilitate onboarding, quarterly meetings, monthly updates, the nonprofit newsletter, and the annual AMWHO, Inc. Chapter Summit.

Below are expectations for each chapter and club, and their leadership (i.e. President & Vice-President, or Co-Presidents). Failure to meet the below expectations will result in 1) a reminder, 2) two warnings, and 3) termination of the chapter or club for the rest of the year, or the following academic year.

- Establish the organization at their university by becoming a student government organization/club, developing a sound budget, and recruiting an Executive Board;
- Formulate a vision or plan for the academic year, and follow through with set activities and events;
- Recruit a faculty advisor to champion the growth and success of the chapter or club;
- Make the chapter or club a presence on campus through creative recruiting meetings, professional development events, and partnerships with other organizations;
- Ensure sustainability within the chapter or club, involving both upperclassmen and underclassmen into every committee;
- Request funds from the chapter university's student government for activities, the AMWHO, Inc. chapter membership fee, international conference travel, and any conference fees (see "Chapter & Club Requirements") (not for clubs);

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- Send at least one chapter member to the annual AMWHO, Inc. Chapter Summit and international conference in order to maintain chapter status (not for clubs);
  - Foster the development of other chapters or clubs in the state, partnering with universities, high schools, and professional institutions;
  - Answer all emails from the AMWHO, Inc. Chapter Directors within 72 hours;
  - Provide monthly updates to the AMWHO, Inc. Chapter Directors through the monthly updates form, and attend all quarterly calls (see "Chapter & Club Requirements").

## CHAPTER & CLUB MODELS

There are two AMWHO, Inc. models designed for campus engagement in model-WHO: the Activities Model and the Conference Model. Below is a description of each.

### Activities Model

**Requirements:** First year chapters must follow this model, with no exceptions. Clubs must always follow this model as well, with no exceptions. Chapters who have failed to send at least one member to the annual international conference must also follow this model.

The Activities model is intended to help new chapters, all clubs, or chapters at universities without a strong global health presence gain a sound base and interest among the student body population. There are a variety of activities that fall under this model. For more information on such activities, please visit the [Activities Model policy](#), listed in the AMWHO, Inc. Chapters & Clubs Team Drive that is shared with all confirmed chapters and clubs. For more information on the Executive Board structure for this model, please visit Appendix A.

### Conference Model

**Requirements:** Only chapters who have sent at least one person to the previous international conference can conduct this model. Clubs may not conduct this model.

AMWHO, Inc. has a core mission centered around developing experiences that advance the understanding of the World Health Assembly, in order to empower future leaders in global health policy. After chapters have made a strong presence on campus, they typically take on a Conference Model. There are three types of conferences: a local summit, regional conference, and the international conference. Below outlines the requirements and a description for each type. For more information on the Executive Board structure for this model, please visit Appendix B.

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## Local Summit

**Requirements:** AMWHO, Inc. chapters must have sent at least one member to the most recent international conference, and must not be in their first year. This is the first conference type that chapters are allowed to enact.

The local summit is a conference model that combines the traditional three-day conference style of debate and resolution creation into a single day. The summit invites primarily high school and undergraduate students from within a single state only. The event aims to provide a quick introduction to a set global health policy theme within the context of the World Health Assembly.

## Regional Conference

**Requirements:** AMWHO, Inc. chapters must have had experience in conducting a local summit before carrying out a regional conference. They must have also sent at least one member to the most recent international conference.

Regional conferences are two to three-day events held within an AMWHO, Inc. region within the United States (note the official AMWHO, Inc. regions at <https://www.amwho.org/chapters.php>). This conference model may only occur during the first academic semester, in order to not conflict with publicity for the annual international conference held in April.

## International Conference

**Requirements:** The AMWHO, Inc. Board of Directors rotate each year with the next host chapter of the international conference. So far, only the UNC Chapel Hill and Emory University chapters trade off planning for the international conference, given their long chapter history, strong student interest in public health, and extensive financial support from academic departments and student government. Chapters who believe they qualify in those three areas may send a letter of intent to the current President at [president@amwho.org](mailto:president@amwho.org). The President will request proof of successful regional conference enactment, discuss with the current and alternating host chapter, and will hold a Board vote.

AMWHO, Inc. creates an annual international conference in April that invites high school, undergraduate, and graduate students from all disciplines. Each AMWHO, Inc. chapter is required to send at least one member to the event in order to maintain their chapter status. Delegation registration discounts are given to chapters sending more than eight members. Clubs are not required to attend, but are encouraged to send delegations as well.

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# CHAPTER & CLUB REQUIREMENTS

Chapters and clubs have certain expectations to meet during the academic year, which are managed by the AMWHO, Inc. Chapter Directors. Below are requirements for the chapter and club leadership to take note of and manage effectively:

- Monthly Updates Form
- Quarterly Check-Ins
- Website Management
- International Conference Attendance (not for clubs)
- Chapter Fees (not for clubs)
- Conference Fees (not for clubs)

## Monthly Updates Form

Each AMWHO, Inc. chapter and club is required to submit monthly updates into a Google Form to the AMWHO, Inc. Chapter Directors. These updates inform the Directors of chapter and club proceedings, major events being planned, and any issues or concerns. Chapters and clubs can also use the form to notify the Directors of events needing publicizing on the AMWHO, Inc. social media accounts and newsletter.

The form is due by the last day of each month (excluding December and from May-September). This obligation is essential for the chapter network to remain connected and informed. If a chapter or club fails to fill the monthly updates form by the designated due date, the Chapter Directors will 1) send a reminder, 2) give two warnings, and 3) discuss with the chapter or club leadership the termination of their organization for the remainder of the year, or for the following academic year.

## Quarterly Check-Ins

Chapter Directors will schedule an hour long call with each chapter and club once a quarter, or every three months. The purpose of this call is to build rapport between the Directors and each chapter or club leadership, discuss issues not mentioned in the monthly updates form, and provide advice or suggestions regarding chapter and club growth, conference management, or activity ideas. This too is a requirement as part of being within the AMWHO, Inc. chapter and club network.

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## Website Management

Each chapter and club can highlight their organization's activities and conference proceedings on a personalized website embedded within the AMWHO, Inc. website, found at <https://www.amwho.org/chapters.php>. Through a portal, leadership can upload files and rearrange documents as they please to highlight upcoming events or successes. After onboarding new chapters or clubs, the Chapter Directors will provide a website portal URL, username, and password. For existing chapters and clubs, the Directors will regularly check-in to make sure they are constantly updating their page.

## International Conference Attendance (not for clubs)

As mentioned earlier, each chapter must send at least one member to the annual international conference hosted in April. The Executive Board of each chapter includes Campus Affairs Co-Directors (see Appendix A and B), who raise travel funds for the chapter to fulfill this requirement.

Failure to send at least one chapter member results in the following penalties: 1) the chapter may not follow a Conference Model for the next year, meaning that they must only follow an Activities Model, and 2) they must send at least one member to the next annual international conference in order to maintain chapter status. Failure to adhere to these requirements will result in the termination of the chapter.

AMWHO, Inc. clubs are created after leadership attends any AMWHO, Inc. conference type (summit, regional, or international conference). Once a club is formed, however, they are not required to send members to the international conference in order to maintain club status. This is due to widespread difficulty in obtaining school funding for travel and lodging. Therefore, clubs may only conduct an Activities Model, and may not create any conference type, which also demands strong financial support from their school. If possible, clubs are encouraged to form travel teams to attend nearby conferences in order to grow the interest of members in their club and expand knowledge of model-WHO among their peers.

## Chapter Fees (not for clubs)

Chapters are annually required to provide a membership fee of \$25 to AMWHO, Inc. This does not apply to clubs, nor does it apply to first time chapters. The transaction is managed by the AMWHO, Inc. Finance Directors who will send an invoice via Paypal to request payment. These funds are used for a number of nonprofit functions, including, but not limited to, the AMWHO, Inc. Chapter Summit, annual tax returns, filing fees, professional management fees, etc.

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## Conference Fees (not for clubs)

AMWHO, Inc. provides chapters with the knowledge, support, structure, and publicity necessary to conduct successful conferences. Therefore, chapters conducting any conference model must pay a fixed fee to the nonprofit. Funds are used to assist the nonprofit in continuing to provide valuable support and institutional knowledge. AMWHO, Inc. Finance Directors will also manage this transaction by sending an invoice requesting payment through Paypal in March.

The fee per conference model is as such: local summits are \$100, regional conferences are \$300, and international conferences are \$500. These fees must be built into the chapter budget from the onset. Chapters may also fundraise to ensure they have enough funds to pay this fee. Failure to provide payments for any nonprofit fee as stated in the Chapter or Club Charter Agreement will result in the termination of the organization.

# CHAPTER & CLUB ENGAGEMENT

Chapter Directors and the Outreach Director will promote an environment of creativity, problem-solving, and integration among all chapters and clubs with the nonprofit organization. Below lists a number of ways in which the Directors will aim to achieve this.

## **AMWHO, Inc. Newsletter**

The AMWHO, Inc. Newsletter is a communication tool for the Outreach Director to succinctly convey major chapter and club updates, upcoming dates for summit or regional conferences, any new nonprofit sponsors, and international conference news. This bimonthly newsletter serves to inform interested delegates, previous delegates, previous conference speakers and affiliates, chapter and club members, and nonprofit sponsors of organizational proceedings.

## **Webinars**

Chapters and clubs often face similar challenges when growing or sustaining their organization. During each annual AMWHO, Inc. Chapter Summit, leaders discuss topics that they'd like for Chapter Directors to provide advice on. Issues regarding fundraising or maintaining chapter or club members can be discussed through webinars, and Directors will aim to create a few webinars each academic semester that address popular concerns.

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## **Chapter Summit (not for clubs)**

The AMWHO, Inc. Chapter Summit is hosted during the morning of the first day of the international conference, and is an event that is financially supported by the nonprofit and led by the Chapter Directors. The summit aims to allow for collaborative discussions between chapter leadership, discussing common issues, successes, and strategies for improving chapter processes and activities. This summit requires the attendance of at least one chapter leadership member, or a representative of a chapter. This mandatory event ensures that the chapters and the nonprofit collectively meet to review the nonprofit's vision, mission, values, and goals.

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# APPENDIX A: ACTIVITIES MODEL

Below lists the executive board structure of an Activities Model. Each position is mandatory, though it is acceptable for chapter or club leadership to add additional positions.

The President (or Co-Presidents) is the highest ranking member of the Board, working to advance the chapter or club, and the vision, mission, and values of AMWHO, Inc.

The President (or Co-Presidents) shall:

- Facilitate and lead all meetings of the Executive Board;
- Ensure that all Board members are adhering to their duties, and provide instruction and assistance when needed;
- Coordinate all General Body meetings in collaboration with the Co-Directors of Campus Affairs and with the assistance of the Board;
- Lead recruitment efforts at the start of and throughout each semester in collaboration with the Co-Directors of Campus Affairs and with the assistance of the Board;
- Establish temporary non-voting executive positions for the course of a semester with the approval of the Board, if deemed necessary for the effective functioning of the chapter or club;
- Present a course of action to the Executive Board before summer recess and determine a written course of action in dialogue with the Executive Board at the beginning of the academic year;
- Foster the development of other AMWHO, Inc. chapters and clubs in the state;
- Establish partnerships with universities, high schools, and institutions within the state;
- Jointly determine the annual budget with the Finance and Sponsorship Director, Vice-President, and with input from the Executive Board;
- Serve as the listed primary contact for the chapter or club, and ensure that annual delegations are sent to the international conference (if a chapter);
- Send out regular updates to the AMWHO, Inc. Chapter Directors through the monthly updates form and quarterly check-ins.

The Vice-President shall act as the second-highest ranking member of the Board, working closely with the President to advance the vision, mission, and values of AMWHO, Inc.

The Vice-President shall:

- Serve as Chairperson of the Executive Board and all duties detailed for the President, should the President be unable to perform their duties;
- Determine the optimal campus location, date, and time for Executive Board meetings in dialogue with the rest of the Board;

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- Reapply for official recognition from the university or school annually;
  - Organize, in conjunction with the President and Director of Media, to manage the chapter or club website;
  - Assist the President in coordinating the election of the new President and Vice-President;
  - Assist the outgoing President and the newly elected President and Vice-President in appointing new Executive Board positions;
  - Jointly determine the annual budget with the Finance and Sponsorship Director and President, with input from the Board.

The Co-Directors of Campus Affairs shall serve as the coordinators of all non-conference activities hosted on campus by the chapter or club.

The Co-Directors of Campus Affairs shall:

- Organize General Body meetings on at least a monthly basis;
- Organize events in line with the vision, mission, and values of AMWHO, Inc. to occur within and outside of General Body meetings;
- Coordinate all student recruitment in collaboration with the President and Vice-President, including, but not limited to, tabling at university events, providing classroom announcements, and emailing campus listservs;
- Assemble staff to assist with campus facing outreach, reaching out to departments, individual faculty members, student organizations, local organizations, and friends to gain membership and a presence on campus;
- Coordinate with the Director of Media on outreach and promoting Campus Affairs events;
- Collaborate with other student organizations to establish productive partnerships;
- Manage the travel team of the chapter or club to attend the annual AMWHO, Inc. international conference, understanding that chapters and not clubs are required to send at least one member.

The Director of Finance and Sponsorship is responsible for overseeing the finances of the organization and coordinating all financial activities.

The Director of Finance and Sponsorship shall:

- Coordinate the creation of an annual budget, handle bookkeeping duties, collect receipts for expenses, collect and write checks, and regularly report on the state of the chapter or club's finances;
- Source potential corporate and institutional sponsorships;
- Assist leadership in satisfying the logistical requirements of chapter events at minimum waste and cost;

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- Ensure the transfer of all budgets, expense reports, revenue records, and any other essential materials from their predecessor;
  - Apply for appropriations from the university Student Congress each semester (does not apply for clubs);
  - Plan and facilitate fundraising events in coordination with the Board to meet nonprofit fees (e.g. membership fees and/or conference fees) (does not apply for clubs);
  - Manage the organization's financial account and any other external accounts (e.g. Paypal or Venmo) that may utilize or hold finances.

The Director of Media is responsible for the overall publicity and media presence of the organization.

The Director of Media shall:

- Coordinate with the Campus Affairs Co-Directors to promote campus events;
- Oversee the maintenance of the chapter or club's website, hosted on the AMWHO, Inc. website platform;
- Plan photography for all campus events and utilize photos in social media posts and within the website;
- Manage the social media accounts of the organization.

The Secretary is a training role, intended to introduce an underclassman (usually a freshman) to the operations of the organization, and is responsible for being involved in all aspects of the Board as deemed appropriate by the President and Vice-President (or Co-Presidents).

The Secretary shall:

- Prepare Board meeting agendas for the President based on biweekly update forms received from Board members;
- Record meeting minutes during Board meetings, and communicate minutes with the entire Board after meetings;
- Assist the President and Vice-President as requested;
- Assist the Co-Directors of Campus Affairs in satisfying the logistical requirements of campus affairs events at minimum waste and cost, as requested;
- Assist the Director of Finance and Sponsorship as requested;
- Assist the Director of Media as requested;
- Manage the structure and organization of materials in the Google Drive.

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# APPENDIX B: CONFERENCE MODEL

Below lists the executive board structure of a Conference Model. Each position is mandatory, though it is acceptable for chapter leadership to add additional positions.

The President (or Co-Presidents) is the highest ranking member of the Board, working to advance the chapter, and the vision, mission, and values of AMWHO, Inc.

The President (or Co-Presidents) shall:

- Facilitate and lead all meetings of the Executive Board;
- Ensure that all Board members are adhering to their duties, and provide instruction and assistance when needed;
- Coordinate all General Body meetings in collaboration with the Co-Directors of Campus Affairs and with the assistance of the Board;
- Lead recruitment efforts at the start of and throughout each semester in collaboration with the Co-Directors of Campus Affairs and with the assistance of the Board;
- Establish temporary non-voting executive positions for the course of a semester with the approval of the Board, if deemed necessary for the effective functioning of the chapter;
- Present a course of action to the executive Board before summer recess and determine a written course of action in dialogue with the Executive Board at the beginning of the academic year;
- Foster the development of other AMWHO, Inc. chapters and clubs in the state;
- Establish partnerships with universities, high schools, and institutions within the state;
- Jointly determine the annual budget with the Finance and Sponsorship Director, Vice-President, and with input from the Executive Board;
- Serve as the listed primary contact for the chapter, and ensure that annual delegations are sent to the international conference;
- Send out regular updates to the AMWHO, Inc. Chapter Directors through the monthly updates form and quarterly check-ins.

The Vice-President shall act as the second-highest ranking member of the Board, working closely with the President to advance the vision, mission, and values of AMWHO, Inc.

The Vice-President shall:

- Serve as Chairperson of the Executive Board and all duties detailed for the President, should the President be unable to perform their duties;
- Determine the optimal campus location, date, and time for Executive Board meetings in dialogue with the rest of the Board;

- 
- Reapply for official recognition from the university or school annually;
  - Organize, in conjunction with the President and Director of Media, to manage the chapter website;
  - Assist the President in coordinating the election of the new President and Vice-President;
  - Assist the outgoing President and the newly elected President and Vice-President in appointing new Executive Board positions;
  - Jointly determine the annual budget with the Finance and Sponsorship Director and President, with input from the Board.

The Conference Co-Directors shall be responsible for the overall direction and logistics of the chapter's conference model.

The Co-Directors shall:

- Determine the date in conjunction with the President and Vice-President for the conference model;
- Create an action plan for the conference and present it to the Executive Board;
- Determine the conference theme in conjunction with the Executive Board, and write the official theme brief (or hire a Theme Director to write the brief);
- Recruit and train Committee Board members, or Dais members, or recruit a Dais Director (see Appendix C);
- Find keynote speakers and any other speakers (e.g. panelists, Lunch and Learn guests) in conjunction with the Charge d'Affaires;
- Ensure that all appropriate conference coordination activities are delegated to the Charge d'Affaires, Director of Media, and Director of Finance and Sponsorship;
- Create an internal and external evaluation process and form suggestions for following years;
- Ensure an atmosphere of professionalism and a realistic simulation of the World Health Assembly throughout the conference event.

The Co-Directors of Campus Affairs shall serve as the coordinators of all non-conference activities hosted on campus by the chapter.

The Co-Directors of Campus Affairs shall:

- Organize General Body meetings on at least a monthly basis;
- Organize events in line with the vision, mission, and values of AMWHO, Inc. to occur within and outside of General Body meetings;
- Coordinate all student recruitment in collaboration with the President and Vice-President, including, but not limited to, tabling at university events, providing classroom announcements, and emailing campus listservs;

- 
- Assemble staff to assist with campus facing outreach, reaching out to departments, individual faculty members, student organizations, local organizations, and friends to gain membership and a presence on campus;
  - Coordinate with the Director of Media on outreach and promoting Campus Affairs events;
  - Collaborate with other student organizations to establish productive partnerships;
  - Manage the travel team of the chapter to attend the annual AMWHO, Inc. international conference, understanding that chapters are required to send at least one member.

The Director of Finance and Sponsorship is responsible for overseeing the finances of the organization and coordinating all financial activities.

The Director of Finance and Sponsorship shall:

- Coordinate the creation of an annual budget, handle bookkeeping duties, collect receipts for expenses, collect and write checks, and regularly report on the state of the chapter's finances;
- Source potential corporate and institutional sponsorships;
- Assist the Conference Co-Directors in satisfying the logistical requirements of the conference at minimum waste and cost;
- Ensure the transfer of all budgets, expense reports, revenue records, and any other essential materials from their predecessor;
- Apply for appropriations from the university Student Congress each semester;
- Plan and facilitate fundraising events in coordination with the Board to meet nonprofit fees (e.g. membership fees and/or conference fees);
- Manage the organization's financial account and any other external accounts (e.g. Paypal or Venmo) that may utilize or hold finances.

The Director of Media is responsible for the overall publicity and media presence of the organization.

The Director of Media shall:

- Coordinate with the Campus Affairs Co-Directors to promote campus events and the conference;
- Create promotional materials for Campus Affairs events and conference events;
- Oversee the maintenance of the chapter's website, hosted on the AMWHO, Inc. website platform;
- Assist in creating theme-specific conference materials like the delegate guide, nametags, placards, and liability forms;
- Plan photography for all campus events and utilize photos in social media posts and within the website;
- Manage the social media accounts of the organization.

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The Charge d’Affaires of the conference are responsible for carrying out activities required to ensure a smooth event. This entails managing the internal and external logistics.

The Internal Director (1) shall:

- Maintain contact with delegates in order to disseminate information leading up to the conference;
- Create the delegate guide in coordination with other Board members;
- Prepare all conference materials, including, but not limited to, the delegate guide, name tags, placards, liability and model consent forms, and more;
- Create the registration forms for the conference website and is responsible for the upkeep of all delegate information;
- Carry out any other activities deemed as necessary by the Conference Co-Directors.

The External Director (1) shall:

- Organize general purchases for the conference related to parking, meals, snacks, and coffee;
- Manage facility and event spaces for the conference;
- Coordinate communication with nearby hotels needed to host delegates;
- Carry out any other activities deemed as necessary by the Conference Co-Directors.

The Secretary is a training role, intended to introduce an underclassman (usually a freshman) to the operations of the organization, and is responsible for being involved in all aspects of the Board as deemed appropriate by the President and Vice-President (or Co-Presidents).

The Secretary shall:

- Prepare Board meeting agendas for the President based on biweekly update forms received from Board members;
- Record meeting minutes during Board meetings, and communicate minutes with the entire Board after meetings;
- Assist the President and Vice-President as requested;
- Assist the Conference Co-Directors and Co-Directors of Campus Affairs in satisfying the logistical requirements of campus affairs events at minimum waste and cost, as requested;
- Assist the Director of Finance and Sponsorship as requested;
- Assist the Director of Media as requested;
- Manage the structure and organization of materials in the Google Drive;
- May serve as part of the Dais.

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# APPENDIX C: COMMITTEE BOARD

A conference team is composed of an Executive Board, as mentioned above, as well as a Committee Board, or Dais. Dais members run regional committees, as well as serving as a member underneath each Executive Board committee. There are three types of Dais staff: Chairs, Vice-Chairs, and Rapporteurs, with one of each serving in a regional block room.

There are five regional block rooms in a model-WHO conference: African Region (AFRO), Americas Region (AMRO), Eastern Mediterranean Region (EMRO), European Region (EURO), and Western Pacific and Southeast Asian Region (WPRO/SEARO). Different conference styles call for combining regional rooms; AMWHO, Inc. has formed a manual for creating a Local Summit, Regional Conference, and International Conference that details those specifics. Chairs lead a regional block, and are responsible for the overall conduct of their committee.

The Chair shall:

- Control committee proceedings;
- Ensure delegates are proceeding in a timely and constructive manner;
- Delegate responsibilities to Vice-Chairs and Rapporteurs;
- Attend Dais trainings leading up to the conference;
- Comply with all Dais expectations as set by the President and Conference Co-Directors.

Vice-Chairs will assist Chairs with procedural matters during committee sessions.

The Vice-Chair shall:

- Assist the Chair as necessary, including taking over as Chair of the regional committee should the Chair be unable to perform their duties;
- Attend Dais trainings leading up to the conference;
- Assist delegates with creating working papers, including formatting the document;
- Approve working papers that in effect becomes draft resolutions;
- Comply with all Dais expectations as set by the President and Conference Co-Directors.

Rapporteurs will coordinate multimedia and social media aspects of the committee.

The Rapporteur shall:

- Assist the Chair and Vice-Chair as necessary during committees;
- Set up all presentations and other media content during committee;
- Coordinate with the Director of Media to disseminate media materials;
- Attend Dais trainings leading up to the conference;
- Pass notes within committees;
- Comply with all Dais expectations as set by the President and Conference Co-Directors.

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# APPENDIX D: SPEAKER SERIES

When forming an Activities Model-based Executive Board, the President and Vice-President, or Co-Presidents, can plan for a number of activities that engage students in global health policy and debate. One popular activity conducted by Activities Model chapters or clubs is a speaker series, which is a panel event inviting seasoned public health professionals to speak on a set theme or topic. Below lists the roles per Executive Board member in an Activities Model that occur when planning such an event.

## President/Vice-President, or Co-Presidents:

The leadership is in charge of determining the date, time, and venue of the speaker series event. They determine theme options for panelist discussion by vote with the Executive Board, and are in charge of creating a registration platform to add onto the chapter website (e.g. Eventbrite). They distribute tasks, ensure appropriate funding, and meet with the Board regularly to see all tasks to completion.

## Campus Affairs:

The Co-Directors of Campus Affairs publicize the speaker series event to all parts of the campus. This involves creating email blurbs to send to department heads (reaching departments of public health, global health, public policy, international relations, biology, chemistry, global studies, and more) on a regular basis. The leadership will grant access to the chapter or club social media platforms, and the Co-Directors will post regularly (e.g. 2x a week) in university/school Facebook groups, listservs, etc.

## Finance and Sponsorship:

The Finance and Sponsorship Director seeks student government funding through their university or school's budgetary process by forming a budget and determining ways in which the chapter or club will go about fundraising. The Director ensures that the event sticks to the set budget, and will oversee payment processes like registration fees or reimbursements.

## Media:

The Director of Media joins efforts with the Co-Directors of Campus Affairs to publicize the event by creating promotional materials like cover photos and flyers to use for social media, email attachments, and for printing and distributing on campus. The Director will assist the President and Vice-President, or Co-Presidents, on uploading materials for the speaker series event onto the chapter or club's website.

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Secretary:

The Secretary will assist any and all activities as requested by the President and Vice-President, or Co-Presidents.