

## University of Rochester Medical Center Association of Minority Residents and Fellows

The Association of Minority Residents and Fellows is a diverse body of graduate trainees from all specialties. URMF-AMRF is co-sponsored by the Office for Inclusion and Culture Development and the Office for Graduate Medical Education. Our aim is to promote diversity in medicine by building and sustaining a community that fosters equity, diversity and inclusion. We believe that this is achieved by intentionally creating opportunities for involvement, participation and growth for each individual and by nurturing a positive institutional climate through professional development, education, policy, practice and recruitment of Historically Underrepresented Minorities (URM) in Medicine. The AMRF seeks a diverse and inclusive community and is open to all residents and Fellows.

### Mission Statement

URMC-AMRF's mission is to ensure an inclusive environment where all are valued, included, and empowered to succeed. We provide a collective voice for residents and fellows with common interests that build and strengthen professional relationships and networks, provide and receive informal mentoring and advice, engage in recruitment and retention efforts, and discuss matters of importance to the group.

We will:

- Work strategically and collaboratively to advance diversity at the University of Rochester Medical Center through outreach;
- Provide career development and networking opportunities aimed at addressing underrepresentation across specialties locally and nationally;
- Support each other and current medical students through mentoring and partnership;
- Work to foster an environment of support, respect, and advancement so all trainees can thrive; and
- Engage in recruitment and retention efforts.

### Executive Board

URMC-AMRF's Executive Board shall consist of the following positions elected by the general body members:

#### **President**

- a) Coordinate and provide support for the activities of chapter officers in accomplishing their goals and objectives.
- b) Submit a written report semi-annually to the Office for Inclusion and Culture Development outlining the plans and activities of the group
- c) Outline goals for each Association officer and monitor progress throughout the year.

#### **Vice President**

- a) Officiate for the Association President in his/her absence or at his/her request.
- b) Assist the Association President when and where necessary
- c) Provide support for activities of officers in accomplishing their goals and objectives.
- d) Recruit and maintain members to the Association.

## **Secretary**

- a) Attend all E-Board meetings, and prepare and distribute minutes of these meetings within 1 week of the meeting.
- b) Keep an updated list of all Association officers, members, and a list of Association activities.

## **Treasurer**

- a) Help develop and implement plans for ensuring the financial security of the Association.
- b) Advise officers on financial matters.
- c) Maintain accurate financial records of the Association.
- d) Identify and establish contact with outside sources willing to provide support for the regular activities and special projects of the Association.

## **Mentor Chair**

- a) Develop mentor plan to connect residents as mentors for medical students.
  - a. Develop recruitment plan
  - b. Enrollment plan
  - c. Track outcomes

## **Community Service Chair**

- a) Serve as a resource to the Association on how to properly carry out and document community service activities.
- b) Serve as a resource to the Association President and Vice President, ensuring proper documentation on a local level and reporting on both positive and negative results from protocol and non-protocol events.
- c) Develop and execute local community service projects
- d) Attend Association community service events, when possible

## **Recruitment Chair**

- a) Partner with the Assistant Dean for Medical Education Diversity and Inclusion to alert the AMRF body of when underrepresented applicants are interviewing.
- b) Assist in coordinating connections with URM residency applicants interviewing at URMC.

## **Historian**

- a) Attend and document all AMRF sponsored and co-sponsored events via taking photos, collecting fliers, and any other methods he/she deems necessary. If he/she is unable to attend an event, then he/she is responsible for getting the necessary materials.
- b) Organize all event documentation in an album that can be used to assist in applying for grants or awards.
- c) Assist the Secretary in the webmaster role to maintain an updated and accurate website.

## **Benefits of joining URMC-AMRF include the opportunity for:**

- Professional development and networking;
- A collective voice and relationship with other residents and fellows
- A role in fostering a community of support, respect and advancement;
- Engagement in recruitment and retention efforts; and
- Broadening cultural awareness on campus.