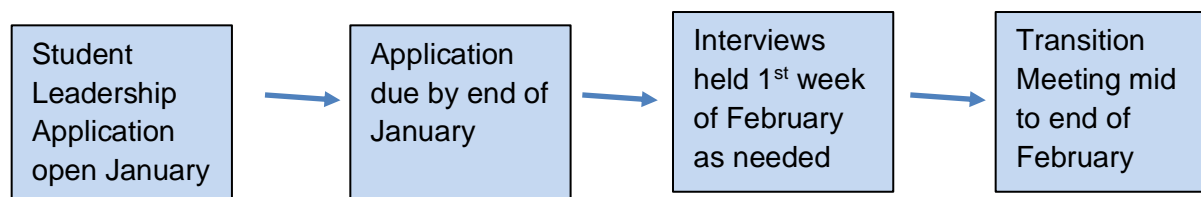


# Leadership Succession

This section includes our application process and timeline as well as the transition documents for the currently filled student positions in the Executive Board. The PCC Coordinators were not included in this document as they are required to follow the Student Faculty Collaborative Practice's application and selection process.



## President(s)

OFFICER POSITION OVERVIEW	
Year-Long Responsibilities	<p>Yearlong responsibilities include overseeing all meetings, events, fundraisers, and initiatives. This may include volunteer events, socials, bake sales, transgender health panels, and initiatives like Safe Space Trainings, the Safe Provider Directory, and the Pride Community Clinic. Locker Number: 207 Lock combo - 19-5-23 PID – 157941</p> <p><b>How To: Process for Having a General Body Meeting/Social</b></p> <ul style="list-style-type: none"> <li>● Event Form: Go to Presence&gt; Admin Dashboard &gt; Forms &gt; Event Registration             <ul style="list-style-type: none"> <li>○ Staff Advisor: Enter “Beth Wueste” (<a href="mailto:paynee@UT Health San Antonio.edu">paynee@UT Health San Antonio.edu</a>)</li> <li>○ Email Beth to let her know you submitted a request.</li> <li>○ As soon as Beth approves the event, someone from Student Life will email and confirm.</li> </ul> </li> <li>● Food: Contact Joanne Bastien (<a href="mailto:bastien@UT Health San Antonio.edu">bastien@UT Health San Antonio.edu</a>) to order food. Make sure you have some sort of head count prior so she knows how much food to order. We usually send a Google Form to gauge interest/ place reservations.             <ul style="list-style-type: none"> <li>○ Here is a list of approved food vendors: <a href="#">Places to Order Food with Student Life Accounts « Student Life</a></li> <li>○ Freebirds is an amazing caterer and PRIDE already has good relations with them. Contact Kimberly Carducci from Freebirds Catering (888-392-2287).</li> </ul> </li> </ul> <p><b>How to: Complete Fundraising Packet</b></p>

	<ul style="list-style-type: none"> <li>• Expect an email from Dr. McCormick/Office of Student Life around the summer time. This email will include a form called <a href="#">Student Proposal Request Form</a></li> <li>• We want to make this process easier by submitting essentially the same form each year. Complete each of the forms by using the uploaded documents in the Google Drive under <a href="#">Funding Requests</a>.</li> <li>• In addition, you will also need to complete an Excel sheet that compiles all the funding being requested. This will be turned into Beth Wueste, Staff Advisor. Repeat this yearly by using the same Excel sheet that is located in the drive labeled <a href="#">Funding Request</a>.</li> </ul>
Spring Responsibilities	<p>Consistent responsibilities:</p> <ul style="list-style-type: none"> <li>• Yearly Organization Re-registration with Office of Student Life (outgoing President will work with incoming President) <ul style="list-style-type: none"> <li>◦ Re-registration will occur around May of every year. You will receive an email from Office of Student Life (most likely Elyse Sanchez or Dr. McCormick) and they will send you a link to start the process. <ul style="list-style-type: none"> <li>■ Re-registration process will occur via the Presence website: <a href="https://uthealthsa.presence.io/">https://uthealthsa.presence.io/</a></li> <li>■ Go to your Admin Dashboard and on the left click Forms &gt; Campus Forms &gt; Organization Registration</li> <li>■ Please contact prior President(s) for assistance. There is an example of the Registration form under Org Files in the Google Drive.</li> </ul> </li> </ul> </li> <li>• Officer transitions: February <ul style="list-style-type: none"> <li>◦ Create a GroupMe or group message for your officers.</li> <li>◦ Join PrideOrg Hall of Fame GroupMe and add all your officers. This is a GroupMe that connects you with all the past PRIDE leadership in case you need us!</li> </ul> </li> <li>• Monthly executive board meetings: <b>1st Thursday of each month from 5-6pm</b></li> <li>• We aim for 1-2 campus-wide events each semester to advertise PRIDE and upcoming events. General body meeting can be a speaker, games, panel, etc.</li> </ul> <p>PRIDE Fundraisers: Work with the fundraising chair</p> <ul style="list-style-type: none"> <li>• Sell Shirts</li> <li>• Sell Pins</li> </ul> <p>Volunteer/Education/Advocacy events:</p> <ul style="list-style-type: none"> <li>• Sexual Assault Awareness Month - tabling event</li> </ul>

	<ul style="list-style-type: none"> <li>○ For 2022 Derek Bell Deputy Title IX Coordinator will be organizing the tabling event - belld1@UT Health San Antonio.edu</li> <li>○ Can also contact Title IX Coordinator Nina Sosa - <a href="mailto:sosan@UTHealthSanAntonio.edu">sosan@UT Health San Antonio.edu</a></li> <li>○ Tabling in April</li> <li>○ Get flyers from local resource centers like Planned Parenthood.</li> <li>● BEAT AIDS 5k run - April <ul style="list-style-type: none"> <li>○ <a href="https://runsignup.com/Race/TX/SanAntonio/PrEPinYourStep">https://runsignup.com/Race/TX/SanAntonio/PrEPinYourStep</a></li> <li>○ Contact Jose Contreras (210.212.2266)</li> </ul> </li> <li>● Welcome Weekend - May</li> </ul> <p>Social Event Ideas:</p> <ul style="list-style-type: none"> <li>● Dinner for Graduating Students / Year end Pride Celebration</li> <li>● Pride Movie Night</li> <li>● Brunches at Stella Public House</li> <li>● Picnics in the Park</li> <li>● Wine Down</li> <li>● Virtual Zoom meetings</li> </ul> <p>Ongoing initiatives:</p> <ul style="list-style-type: none"> <li>● Safe Space Trainings <ul style="list-style-type: none"> <li>○ Work with Paulina Mazurek and MBS Module Directors</li> </ul> </li> <li>● Safe Provider Directory (website) - Excel Sheet in process of being updated. Make this a priority!</li> <li>● Transgender Health Panels (During MBS5, PRIDE organizes and contacts everyone - usually Tue/Wed of that week. Work with MBS directors)</li> <li>● Pride Community Clinic planning and preparation - communicate with Pride Clinic Coordinators</li> </ul> <p>Conference attendance:</p> <ul style="list-style-type: none"> <li>● OUT for Health Summit</li> <li>● Gender Infinity <ul style="list-style-type: none"> <li>○ <a href="https://genderinfinity.org/">https://genderinfinity.org/</a></li> </ul> </li> <li>● GLMA <ul style="list-style-type: none"> <li>○ <a href="https://www.glma.org/index.cfm?fuseaction=Page.viewPage&amp;pageId=1196">https://www.glma.org/index.cfm?fuseaction=Page.viewPage&amp;pageId=1196</a></li> </ul> </li> <li>● Black Trans Advocacy Coalition <ul style="list-style-type: none"> <li>○ Contact: TreShaun Pate (tpate@blacktransmen.org or <a href="mailto:TreShaun.Pate@equalitytexas.org">TreShaun.Pate@equalitytexas.org</a>)</li> <li>○ More info: <a href="http://btac.blacktrans.org">btac.blacktrans.org</a> @ the Whyndam Park Central in Dallas</li> </ul> </li> </ul>
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<p>Summer Responsibilities</p>	<p>Consistent Responsibilities:</p> <ul style="list-style-type: none"> <li>• SOM Student Organizations Fair for MS1s</li> </ul> <p>Volunteer events:</p> <ul style="list-style-type: none"> <li>• SA Pride Festival First Aid tent <ul style="list-style-type: none"> <li>○ Usually 1st week of July</li> <li>○ Make this a UTHSA official event!</li> <li>○ If you do this -- assume that you need to bring ALL first aid equipment as well as waters/gatoraids/ice/crackers/other snacks/tent/chairs/potentially a table</li> <li>○ Probably need to fundraise for supplies.</li> <li>○ List of equipment is in Drive</li> </ul> </li> </ul>
<p>Fall Responsibilities</p>	<p>Consistent responsibilities:</p> <ul style="list-style-type: none"> <li>• Monthly executive board meetings</li> <li>• 1-2 Fall General Body meetings <ul style="list-style-type: none"> <li>○ Speaker Events</li> <li>○ BTAC Speaker/Discussion Event</li> </ul> </li> </ul> <p>Volunteer/Advocacy events:</p> <ul style="list-style-type: none"> <li>• THRIVE Youth Center at Haven for Hope</li> <li>• Fiesta Youth (<a href="http://www.fiesta-youth.org">http://www.fiesta-youth.org</a>)</li> </ul> <p>Social Events:</p> <ul style="list-style-type: none"> <li>• Movie night, random brunches</li> <li>• Pride Annual Holiday Party</li> <li>• Mentorship “Lunch(es) with Pride”, supported by Office of Diversity</li> </ul> <p>Educational Events:</p> <ul style="list-style-type: none"> <li>• LGBTQ MBS Week 2 and 5 - safe space training for the entire class. Co-president and Vice President conducted the training. Contact Dr. Morrow and Dr. Botros-Brey to see if they would like the current or previous Vice President to present.</li> <li>• Transgender Health Panel</li> <li>• Sexual Assault Awareness Month and Domestic Violence Awareness Month</li> </ul> <p>Fundraisers: ONCE A MONTH</p> <ul style="list-style-type: none"> <li>• <b>Must complete fundraising packet yearly.</b></li> <li>• Bake sale (on hold due to COVID)</li> <li>• T-shirt/Lapel Pin Fundraiser</li> <li>• BTAC fundraiser</li> </ul> <p>Ongoing initiatives:</p> <ul style="list-style-type: none"> <li>• Safe Space Trainings</li> <li>• Safe Provider Directory</li> <li>• Transgender Health Panels</li> <li>• Pride Community Clinic</li> </ul>

	<p>Conference attendance:</p> <ul style="list-style-type: none"> <li>• Out for Health - virtual (<a href="https://www.outforhealth.net/">https://www.outforhealth.net/</a>) Jan 23, 2021</li> <li>• GLMA Annual Conference - virtual (<a href="#">2020 Annual Conference</a>) Sept 24-26, 2020</li> </ul> <p>San Antonio AIDS Foundation Run/Walk for AIDS- October</p> <ul style="list-style-type: none"> <li>○ Info <a href="#">here</a></li> <li>○ In past years, Pride has organized a student group to walk together, followed by a get together at Dr. Barbara Taylor's house with the FFACTS clinic staff</li> </ul>
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### Vice President(s)

<b>Officer Position:</b>	<b><i>Vice President of Medicine, Dentistry, and Nursing</i></b>
<b>Dates of Term:</b>	<b><i>February 2021 - February 2022</i></b>

<b>OFFICER POSITION OVERVIEW</b>	
<b>Year-Long Responsibilities</b>	<p>Medical VP: Year long responsibilities include updating, organizing, and presenting all Safe Space Trainings, maintaining communication among PRIDE VPs of other schools and helping with their Safe Space, collecting research data regarding Safe Space, assisting the President(s) with PRIDE initiatives.</p> <p>Nursing VP, Dental VP: Serve as point of contact with respective schools, and facilitate Safe Space Trainings as needed.</p>
<b>Spring Responsibilities</b>	<p>Consistent responsibilities:</p> <ul style="list-style-type: none"> <li>• Officer transitions - February</li> <li>• Organize Safe Space Trainings, coordinate with Nursing VP for new data collection tool (DOCSS, contact Ron Minard) <ul style="list-style-type: none"> <li>○ Room/Event Requests, Updating presentation depending on audience</li> </ul> </li> </ul> <p>Attend/Assist:</p> <ul style="list-style-type: none"> <li>• Monthly executive board meetings</li> <li>• Spring general body meeting</li> <li>• Welcome Weekend - March</li> <li>• Safe Provider Directory (help presidents)</li> </ul> <p>Conference attendance:</p> <ul style="list-style-type: none"> <li>• OUT for Health Summit - Feb/March</li> </ul>

	<ul style="list-style-type: none"> <li>• Gender Infinity</li> </ul>
Summer Responsibilities	<p>Volunteer events:</p> <ul style="list-style-type: none"> <li>• SA Pride Festival (First Aid tent), assist presidents</li> </ul> <p>Safe Space Trainings</p> <ul style="list-style-type: none"> <li>• Orientations for each of the different schools = work with other VPs and school leaders to coordinate <ul style="list-style-type: none"> <li>○ In 2018: Pharmacy, different Nursing classes, Medical, Respiratory Therapy</li> <li>○ Goals for 2021: OT/PT, Staff/Faculty, Dental, Health Professions</li> </ul> </li> </ul>
Fall Responsibilities	<p>Consistent responsibilities:</p> <ul style="list-style-type: none"> <li>• Safe Space Trainings</li> <li>• MBS: Offered SS training to the entire first year class as part of the curriculum; Module Co-Directors agreed to make it a continued part of the module; coordinate with Drs. Botros-Brey and Morrow to continue offering to incoming classes during the first block of MBS</li> </ul> <p>Conference attendance:</p> <ul style="list-style-type: none"> <li>• Out for Health - virtual (<a href="https://www.outforhealth.net/">https://www.outforhealth.net/</a>) Jan 23, 2021</li> <li>• GLMA Annual Conference - virtual (<a href="#">2020 Annual Conference</a>) Sept 24-26, 2020</li> </ul> <p>Clinical Skills: We discussed including more LGBTQ cases in the Clinical Skills curriculum and dividing same sex sexual health history, domestic violence, and CAGE questions into different encounters</p>

#### **Treasurer/Fundraising Chair**

<b>Officer Position:</b>	<b><i>Treasurer</i></b>
<b>Dates of Term:</b>	<b><i>February 2021 – February 2022</i></b>

<b>OFFICER POSITION OVERVIEW</b>	
Year-Long Responsibilities	Provided funds reports at each officer meeting, prepared funds to buy food for the general meetings, submitted signed receipts for reimbursements at the Office of Student Life or Office of Inclusion and Diversity, reimbursed Pride Community Clinic (PCC) for HEB gift cards. Generally helped out when possible.
Spring Responsibilities	<ul style="list-style-type: none"> <li>• <u>Transitioned BBVA from previous Treasurer</u></li> <li>• Attended General Meetings and monthly Officer Meetings</li> <li>• Helped plan and budget for Spring socials, collected and deposited funds from fundraisers and member dues where applicable.</li> </ul>
Summer Responsibilities	<ul style="list-style-type: none"> <li>• Attended periodic summer officer meetings</li> <li>• Helped plan and budget for any socials or service events</li> </ul>
Fall Responsibilities	<ul style="list-style-type: none"> <li>• Attended general and officer meetings</li> <li>• Updated transition documents for incoming Treasurer.</li> <li>• Facilitated T-shirt fundraiser</li> </ul>

#### **Volunteer and Advocacy Chair**

<b>Officer Position:</b>	<b><i>Volunteer and Advocacy Officer</i></b>
<b>Dates of Term:</b>	<b><i>February 2021 - February 2022</i></b>

OFFICER POSITION OVERVIEW	
Year-Long Responsibilities	<p>Year long responsibilities include maintaining a list of potential contacts or resources for volunteering. This doc would include a list of volunteer opportunities for us as a group, for individuals wanting to get involved, as well as resources for advocacy (actual doc TBD). You would be expected to email some of these contacts so that they are aware of our desire to volunteer and would be able to give us information for events.</p> <p>Volunteer things that we do every year (except this past year due to COVID): first aid tent at SA Pride, a small group visit GSA at Health Careers High weekly or biweekly. In the past we have also volunteered at Fiesta Youth regularly, but I'm not sure what it was.</p> <p><a href="https://docs.google.com/spreadsheets/d/1RgDCXnCCWzdOFpkNTd8mlpqyh-UODUUFo0n8cUfgJj0/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1RgDCXnCCWzdOFpkNTd8mlpqyh-UODUUFo0n8cUfgJj0/edit?usp=sharing</a> (more resources)</p>
Spring Responsibilities	<p>Volunteer/Education/Advocacy events:</p> <ul style="list-style-type: none"> <li>• Sexual Assault Awareness Month - tabling event <ul style="list-style-type: none"> <li>◦ Contact Nina Sosa - <a href="mailto:sosan@UTHealthSanAntonio.edu">sosan@UT Health San Antonio.edu</a></li> <li>◦ Tabling in April</li> <li>◦ Get flyers from local resource centers like Planned Parenthood.</li> </ul> </li> <li>• BEAT AIDS 5k run - April <ul style="list-style-type: none"> <li>◦ <a href="#">5th Annual "PrEP'ing for Fiesta" 5k Run/Walk</a></li> <li>◦ Contact Jose Contreras (210.212.2266)</li> </ul> </li> <li>• Welcome Weekend - March</li> </ul>
Summer Responsibilities	<p>Volunteer events:</p> <ul style="list-style-type: none"> <li>• SA Pride Festival First Aid tent</li> <li>• We usually have a first aid tent set up in which we provide simple first aid (mostly water and gatorade). This we do in shifts, but there is usually a faculty who stays there for the entire time. This was Dr. Guarnero in the past.</li> <li>• Usually 1st week of July</li> <li>• Make this a UTHSA official event!</li> <li>• If you do this -- assume that you need to bring ALL first aid equipment as well as waters/gatorades/ice/crackers/other snacks/tent/chairs/potentially a table</li> <li>• Probably need to fundraise for supplies.</li> <li>• List of equipment is in Drive</li> <li>• Contact is James Poindexter (check contacts list)</li> <li>• Staff and other students have stated a desire to be in the actual parade. James might be able to get you information on this.</li> </ul>



Fall Responsibilities	<p>Potential fall volunteer opportunities:</p> <ul style="list-style-type: none"> <li>• Fiesta Youth (<a href="http://www.fiesta-youth.org">http://www.fiesta-youth.org</a>) <ul style="list-style-type: none"> <li>○ They have weekly meetings for teens from 6:30-8:30pm at Woodlawn Pointe Church. They have various fun activities and volunteers would be expected to help with these as well as keep them out of trouble. Volunteers are required to commit to coming at least once a month, but Dylan has told us in the past that for us med students he would be able to make an exception to this.</li> <li>○ They also have an LGBTQ+ prom in may at the Woodlawn Pointe auditorium and may want volunteers/chaperones for this time.</li> <li>○ They also have a few booths at SA Pride in June</li> </ul> </li> <li>• THRIVE Youth Center at Haven for Hope <ul style="list-style-type: none"> <li>○ Were not accepting volunteers at the time so I do not have information on this.</li> </ul> </li> <li>• GSA at Health Careers High</li> <li>• Visit them on Fridays at 4:15pm weekly or biweekly. Contact is Catherine Gonzalez (see contacts list)</li> </ul>
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### Secretary

<b>Officer Position:</b>	<b><i>Secretary</i></b>
<b>Dates of Term:</b>	<b><i>February 2021 - February 2022</i></b>

OFFICER POSITION OVERVIEW	
Year-Long Responsibilities	<p>Year long responsibilities include attending all general body meetings and officer meetings and taking notes.</p> <ul style="list-style-type: none"> <li>• Leader for directing website-related matters.</li> <li>• Assist the President and other officers as necessary.</li> <li>• If membership fees are installed, responsible for keeping track of all active members.</li> </ul>

### Social Chair

<b>Officer Position:</b>	<b><i>Social Chair</i></b>
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<b>Dates of Term:</b>	<b><i>February 2021 - February 2022</i></b>
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<b>OFFICER POSITION OVERVIEW</b>	
Year-Long Responsibilities	<ul style="list-style-type: none"> <li>• Plan 6 social events, 3 in the fall and 3 in the spring <ul style="list-style-type: none"> <li>◦ Work with Treasurer to create budget for social events and complete the Activity Request worksheet 2 weeks prior to the social event</li> </ul> </li> <li>• Update the website with current information and events</li> <li>• Manage social media announcements on Instagram, Groupme, and Facebook</li> <li>• Assist the President and other officers as necessary.</li> </ul>
Social Media Passwords	<ul style="list-style-type: none"> <li>• Facebook:</li> <li>• Instagram:</li> <li>• Email:</li> <li>• Linktree:</li> <li>• Groupme: None but MAKE SURE TO TRANSFER ADMIN</li> </ul>