



**CHICAGO  
STREET  
MEDICINE**

## **Board of Directors Application**

Director of Chapter Development

### **Position Description:**

This is the point person for Chicago Street Medicine's chapter growth and development. While much of their focus will be on new chapter development, they will also be the point person for non-clinical (administrative and operational) questions from existing chapter leadership.

### **Position Term:**

Two-year term with rolling start date, as agreed on by Board of Directors and qualified applicant

### **Responsibilities include, but are not limited to:**

- Responding to questions and inquiries from medical students and health professionals from around the city, and beyond, about forming a new chapter.
- Attending clinical oversight standing committee and fundraising standing committee meetings to ensure awareness of chapter activities.
- Developing and maintaining Chapter Initiation Guide.
- Developing and reviewing new chapter applications.
- Ensuring existing and newly established chapters are informed and practicing using the most up to date CSM policies and procedures, especially in start-up months.
- Checking in regularly with chapters to ensure that they have what they need to function, including supplies, funding, and personnel.

### **Parties with whom this position works closely:**

- Vice President of Clinical Affairs
- Vice President of Operations
- Director of Internal Policies and Procedures
- Director of Supplies and Resources
- Director of Volunteers
- Chapter presidents and/or representatives (administrative leads, treasurers)

### **Requirements:**

- Previous experiences and/or training in program development or grassroots nonprofit work
- Desire to work with underserved and marginalized persons and communities
- Chicago residence or significant connection with the city

- An understanding that as a new nonprofit, this is a working Board of Directors that requires active participation and project development
- Ability to attend nonprofit board meetings (as frequently as once per month for two hours)
- Commitment for 2 years

I have read and understood the above:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

## Application: Director of Chapter Development

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### Applicant Contact Information

Full Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Application Questions

Please answer the following questions in no more than 750 words each.

1. Describe an experience you've had in project or program development? How did you work with a team to accomplish this?
2. What is the relationship between homelessness, health, and healing?
3. What is the root cause of homelessness?
4. Chicago Street Medicine is a young organization and as such, we are continually looking for new opportunities to broaden our perspective by bringing in leaders with diverse experiences, backgrounds, and approaches to public health. What do you feel you would bring to our organization to help us grow?
5. Respond to the following scenario: Chicago Street Medicine has three operational student chapters that operate relatively independently of one another. A chapter representative approaches you with an idea for a new project for their chapter and would like your insight. How would you go about helping this chapter representative develop and operationalize their project idea?
6. Please list any other positions you would like to be considered for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### References

Please list two references with contact information. At least one reference must be a professional relationship.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Submission Instructions

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Deadline: Applications are reviewed on the 15th of every month for interview over the following month. We would like this position to be filled by December, 2021 or sooner.

Please compile the following documents into a single PDF:

- Signed understanding of position description and requirements (Page 2)
- Application Questions
- References
- CV

Submit this PDF file to: [ChicagoStreetMedicine@gmail.com](mailto:ChicagoStreetMedicine@gmail.com) with the subject line "(First Initial Last Name) Application for Director of Chapter Development"

If you have any questions, please contact us through our email or explore our website.

Email: [ChicagoStreetMedicine@gmail.com](mailto:ChicagoStreetMedicine@gmail.com)

Website: [www.ChicagoStreetMedicine.org](http://www.ChicagoStreetMedicine.org)