



**CHICAGO
STREET
MEDICINE**

Board of Directors Recruitment Guide 2021

Position Descriptions and Responsibilities

About Chicago Street Medicine (CSM)	2
Director of Chapter Development	3
Director of Fundraising	4
Director of Public Relations	5
Director of Quality Improvement	6
Director of Volunteers	7
Director of Internal Policies and Procedures	8

About Chicago Street Medicine (CSM)

What We Do

Chicago Street Medicine (CSM) is a 501(c)3 interdisciplinary organization dedicated to supporting learner-fueled street medicine chapters throughout Chicago and aims to improve the health and wellbeing of our city. Since August 2017, we have been delivering healing to those experiencing unsheltered homelessness. We don't wait for people to come to us. We take the care to them. Our mission at CSM works through 4 pillars of service, education, research, and advocacy to accomplish its vision for a society where there is equitable access to health and well-being for people experiencing unsheltered homelessness.

Why Do What We Do

Routes into homelessness, experiences within homelessness, access to services, and transitions from homelessness vary, but collectively, they reflect and exacerbate existing social and economic inequities in the city. Access to physical and mental healthcare is a common need yet significant challenge for our patients. Many describe stigma in previous encounters with the healthcare system and are reasonably skeptical. In healthcare, we often presume a level of economic and social stability that is not yet a reality for many of our patients experiencing homelessness.

Chicago Street Medicine helps to bridge the gap by providing direct services on our street runs, but also by facilitating relationships between service providers, coordinating entry and transition from the health care system, providing workshops and education to our colleagues and the community, and advocating for systemic changes. We believe in the importance of meeting our patients where they are - which is often in the streets - to treat our patients and to treat our broken social and healthcare systems.

What we've learned in the process is that relationships are essential. Intuitively, our relationships with clients matter, but so too is the social capital and community our clients have access to when we do our job in communicating and collaborating with others offering relevant services. Accordingly, CSM has become an interdisciplinary, collaborative network of local street medicine chapters based in medical schools throughout Chicago.

Being on the Board

The Board of Directors at Chicago Street Medicine is an active board, meaning that in addition to monthly board meetings and standing committee meetings, our board members dedicate an average of 3 to 5 hours per week to CSM. We are entirely volunteer-run, so our directors and leadership are instrumental in developing and carrying out projects.

The following document contains detailed position descriptions and responsibilities for our open Board of Director positions. Each position has its own unique application to be submitted. If you have any questions, please contact us through our email or explore our website.

Email: ChicagoStreetMedicine@gmail.com

Website: www.ChicagoStreetMedicine.org

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

Director of Fundraising

Position Description:

This is the point person for Chicago Street Medicine's fundraising efforts, both through community donations and grants.

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:

- Searching for and preparing grants for both the 501c3 and the student chapters.
- Working collaboratively with chapters to support their financial stability.
- Coordinating efforts for an annual fundraiser event.
- Planning, coordinating, and implementing an annual end of year ask campaign.
- Supporting chapter fundraising efforts.
- Head of the Fundraising Standing Committee.

Parties with whom this position works closely:

- Treasurer
- President
- Vice President of Operations
- Director of Supplies and Resources
- Chapter presidents and/or treasurers

Requirements:

- Previous experience and/or training in fundraising or grant writing
- 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

Director of Public Relations

Position Description:

This is the point person for Chicago Street Medicine's public and media relations.

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:

- Manage social media accounts (e.g., Twitter, Facebook, LinkedIn), including developing posts, CSM graphics, and workshopping/editing material prior to posting material developed by other CSM leaders and volunteers.
- Manage the CSM website, including updating personnel and research pages.
- Develop and maintain CSM one-pagers, recruitment posters, and newsletters.
- Evaluate media requests and, if appropriate, manage the media relations between reporters and chapter/organization leaders.
- Explore ongoing opportunities for improved systems and platforms to maximize the effectiveness of CSM work.
- Member of Fundraising Standing Committee.

Parties with whom this position works closely:

- Vice President of Operations
- Director of Education
- Director of Advocacy and Harm Reduction
- Director of Fundraising
- Director of Volunteers

Requirements:

- Familiarity with networking sites and social media
- 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

Director of Quality Improvement

Position Description:

This is the point person for Chicago Street Medicine's ongoing efforts to review, revise, and advance functioning of the 501c3 and individual CSM chapters. This person is responsible for leading efforts focused on establishing and maintaining channels of feedback, ongoing assessment, and quality improvement at all levels within CSM and seeing that the organization's mission, vision, and values are embodied in CSM's work.

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:

- Continuously review, assess, and revise functioning of nonprofit board.
- Establish and maintain channels for feedback for nonprofit board.
- Familiarize with best practices of nonprofit boards.
- Oversee ongoing organizational needs assessment efforts
- Conduct formative and summative internal evaluation processes
- Conduct regular equity-based assessments across organization entities
- Focus and direct efforts of quality improvement of chapters.
- Point person for handling comments and concerns from CSM board members and volunteers.
- Member of the Governance Standing Committee.

Parties with whom this position works closely:

- President
- Vice President of Operations
- Vice President of Clinical Affairs
- Director of Advocacy and Harm Reduction
- Chapter presidents

Requirements:

- Desire to work with underserved and marginalized persons and communities
- 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

Director of Volunteers

Position Description:

This is the point person for Chicago Street Medicine's non-profit level volunteer training/information management. This includes the coordination of medical student volunteers, interdisciplinary professional student volunteers, resident volunteers, and attending physician volunteers.

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:

- Assist chapters in onboarding and training of all volunteers. This includes preparing and updating volunteer training materials (including links to available policies and procedures and updating documents to incorporate best practices) and educating volunteers on needed waivers.
- Serve as a point-person for chapters for all volunteer training, compliance, and volunteer street run sign ups.
- Network with attending physicians, resident physicians, and other health professional volunteers to improve care coordination and quality of care.
- Member of the Community Outreach Standing Committee.

Parties with whom this position works closely:

- Vice President of Clinical Affairs
- Vice President of Operations
- Director of Chapter Development
- Director of Internal Policies and Procedures
- Chapter presidents and/or volunteer coordinators

Requirements:

- Previous experience and/or training in volunteer onboarding, training, and management
- 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

Director of Internal Policies and Procedures

Position Description:

This is the point person for Chicago Street Medicine's internal policies and procedures, including maintaining the P&P packet, delegating the development of and reviewing new policies, procedures, and protocols, and regularly auditing the compliance of the organization with our established P&P. Works closely with the Vice President of Operations and the Vice President of Clinical Affairs (Chief Medical Officer), who are responsible for oversight of administrative and clinical policies, respectively.

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:

- Maintain the CSM Policies and Procedures (ie. Protocols and Policies or Protocols and Procedures) documents, both the "Shareable" version that is widely distributed to chapters and the "Running Draft" version which is for the board only.
- Delegate the development of new policies and procedures as needed.
- Review and edit newly developed policies and procedures.
- Communicate with legal counsel and chief clinical partners to evaluate the policies, protocols, and procedures and integrate edits.
- Regular auditing of the organization to ensure compliance with policies, protocols, and procedures, including the signing of all necessary forms and waivers by volunteers.
- Member of the Governance standing committee.

Parties with whom this position works closely:

- Vice President of Clinical Affairs
- Vice President of Operations
- Secretary
- Director of Volunteers - to ensure proper compliance with volunteer training and waivers
- Director of Chapter Development - to assist chapters in answering questions about policies, protocols, and procedures
- Director of Health Records - to ensure proper compliance with documentation policies, protocols, and procedures
- Chapter presidents and/or coordinators
- Chief Clinical Partners

Requirements:

- Previous experience and/or training in organizational oversight or program leadership
- Experience working 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 executive board meetings (as frequently as once per month for two hours)
- Commitment for 2 years