Welcome From the Chair

Greetings from the Council of Osteopathic Student Government Presidents -

Joining this organization means diving into a new year filled with unknowns alongside a group of likeminded osteopathic medical student leaders. This organization has a longstanding history of developing leaders, advocating for all DO students and embracing creativity. As you begin to become a part of that history, it is our hope that this document will make that transition a little easier. You are joining the ranks of leaders that excitedly embrace challenging roles, bravely face the unknown and are ever ready to rise to the challenge together. Be proud of that!

On behalf of COSGP, we look forward to working alongside all of you this year in affecting change and leading through uncertainty.

Jose Parra, OMS III - COSGP National Chair, 2021-2022, TUCOM-NV
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Historical Background

Established in 1974, the Council of Osteopathic Student Government Presidents is a Council of the American Association of Colleges of Osteopathic Medicine (AACOM). COSGP is thus the official representative and voting voice of the over 31,000 osteopathic medical students across the country. Through this Council, students are represented in a legislative fashion at the national level to AACOM, the AOA, NBOME and more national medical organizations. COSGP also functions to disseminate information regarding osteopathic medical students’ educational interests to and from these organizations. Lastly, this organization provides an avenue for coordinating student advocacy on the national, state and local levels.

National Connections

Liaisons and other professional relationships between COSGP and the following organizations allow for the Council to conduct its business and, as such, representatives often attend COSGP meetings:

- AACOM Liaison;
- AACOM Board of Deans;
- AOA Board of Trustees;
- AOA House of Delegates;
- AOA Bureaus, Councils and Committees;
- NBOME;
- Student Osteopathic Medical Association;
- and more.

Governing Documents
The activities of the Council of Osteopathic Student Government Presidents are based on the foundational principles of its Constitution and elaboration of its duties in the Bylaws. These governing documents are, when amended and approved by the COSGP General Council, presented to the AACOM Board of Deans for approval. Copies and access to virtual copies are made available to all current General Council Members at their time of joining and when relevant for Business Meeting activities.

### Helpful Abbreviations

**Osteopathic Medical Schools (may not be complete)**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Name</th>
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<tbody>
<tr>
<td>ACOM</td>
<td>Alabama College of Osteopathic Medicine</td>
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<tr>
<td>ARCOM</td>
<td>Arkansas College of Osteopathic Medicine</td>
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<tr>
<td>ATSU-KCOM</td>
<td>AT Still University - Kirksville</td>
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<tr>
<td>ATSU-SOMA</td>
<td>AT Still University - Arizona</td>
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<tr>
<td>AZCOM/MWU</td>
<td>Arizona College of Osteopathic Medicine</td>
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<td>BCOM</td>
<td>Burrell College of Osteopathic Medicine</td>
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<tr>
<td>CCOM/MWU</td>
<td>Chicago College of Osteopathic Medicine</td>
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<tr>
<td>CHSU-COM</td>
<td>California Health Sciences Univ College of Osteo Med</td>
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<tr>
<td>CUSOM</td>
<td>Campbell University School of Osteo Med</td>
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<tr>
<td>DMU-COM</td>
<td>De Moines Univ College of Osteo Med</td>
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<tr>
<td>ICOM</td>
<td>Idaho College of Osteo Med</td>
</tr>
<tr>
<td>KCU-COM</td>
<td>Kansas City University</td>
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<tr>
<td>LECOM</td>
<td>Lake Erie College of Osteo Med</td>
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<tr>
<td>LMU-D COM</td>
<td>Lincoln Memorial Univ College of Osteo</td>
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<tr>
<td>LUCOM</td>
<td>Liberty University College of Osteo Med</td>
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<tr>
<td>MSUCOM</td>
<td>Michigan State Univ College of Osteo Med</td>
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<tr>
<td>MU-COM</td>
<td>Marian Univ College of Osteo Med</td>
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<tr>
<td>Noorda-COM</td>
<td>Noorda College of Osteopathic Medicine</td>
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<tr>
<td>NSU-KPCOM</td>
<td>Nova Southeastern Univ</td>
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<tr>
<td>Institution</td>
<td>Name</td>
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<tr>
<td>NYITCOM</td>
<td>NY Institute of Technology</td>
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<tr>
<td>OSU-COM</td>
<td>Oklahoma State University</td>
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<tr>
<td>OU-HCOM</td>
<td>Ohio University - Heritage COM</td>
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<tr>
<td>PCOM</td>
<td>Philadelphia College of Osteo Med</td>
</tr>
<tr>
<td>PNWU-COM</td>
<td>Pacific Northwest University</td>
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<tr>
<td>RowanSOM</td>
<td>Rowan University School of Osteopathic Medicine</td>
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<tr>
<td>RVUCOM</td>
<td>Rocky Vista Univ College of Osteo Med</td>
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<tr>
<td>SHSU-COM</td>
<td>Sam Houston State University College of Osteo Med</td>
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<tr>
<td>TouroCOM-NY</td>
<td>Touro College of Osteopathic Medicine NY</td>
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<tr>
<td>TUCOM-CA/NV</td>
<td>Touro University College of Osteo Med CA/NV</td>
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<tr>
<td>UIWSOM</td>
<td>Univ of the Incarnate Word</td>
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<tr>
<td>UNE-COM</td>
<td>Univ of New England College of Osteo Med</td>
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<td>UNTHSC/TCOM</td>
<td>Univ of North Texas/Texas COM</td>
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<tr>
<td>UP-KYCOM</td>
<td>Univ of Pikeville - Kentucky COM</td>
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<tr>
<td>VCOM- VC/CC/AC/LC</td>
<td>Edward Via COM - -- \</td>
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<tr>
<td></td>
<td>Virginia/Carolinas/Auburn/Louisiana</td>
</tr>
<tr>
<td>WCUCOM</td>
<td>William Carey Univ</td>
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<tr>
<td>WesternU/COMP</td>
<td>Western Univ/COM of Pacific</td>
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<tr>
<td>WVSOM</td>
<td>West Virginia School of Osteo Med</td>
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**AACOM and AOA**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Name</th>
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<tbody>
<tr>
<td>AACOM</td>
<td>American Association of Colleges of Osteopathic Medicine</td>
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<tr>
<td>AACOM COMAO</td>
<td>Council of Osteo Med Admission Officers</td>
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<td>AACOM COR</td>
<td>Council of Osteopathic Researchers</td>
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<tr>
<td>AACOM COSGP</td>
<td>Council of Osteo Student Gov Presidents</td>
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<tr>
<td>AACOM CSA</td>
<td>Council of Student Affairs</td>
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<tr>
<td>AACOM CSFAA</td>
<td>Council of Student Financial Aid Administrators</td>
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<tr>
<td>AOA</td>
<td>American Osteopathic Association</td>
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<tr>
<td>Acronym</td>
<td>Description</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>AOA BCC</td>
<td>Bureaus, Councils and Committees</td>
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<tr>
<td>AOA BEL</td>
<td>Bureau of Emerging Leaders</td>
</tr>
<tr>
<td>AOA BOT</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>AOA HOD</td>
<td>House of Delegates</td>
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<tr>
<td>COCA</td>
<td>Commission on Osteo College Accreditation</td>
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<tr>
<td>OMED</td>
<td>Osteopathic Medical Education Conference</td>
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<tr>
<td>OPAC</td>
<td>Osteopathic Political Action Committee</td>
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**Professional Organizations**

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<tr>
<th>Acronym</th>
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<tr>
<td>AMA-MSS</td>
<td>AMA Medical Student Section</td>
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<tr>
<td>AMWA</td>
<td>American Med Women's Association</td>
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<td>AOASM</td>
<td>American Osteopathic Academy of Sports Medicine</td>
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<tr>
<td>ACOEP</td>
<td>American College of Osteo Emergency Physicians</td>
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<tr>
<td>ACOFP</td>
<td>American College of Osteopathic Family Physicians</td>
</tr>
<tr>
<td>ACOI</td>
<td>American College of Osteopathic Internists</td>
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<tr>
<td>ACOOG</td>
<td>American College of Osteopathic OBGYN</td>
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<tr>
<td>ACOP</td>
<td>American College of Osteopathic Pediatricians</td>
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<tr>
<td>AOF</td>
<td>American Osteopathic Foundation</td>
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<tr>
<td>MSPA</td>
<td>Medical Student Pride Alliance</td>
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<td>OBI</td>
<td>Omega Beta Iota</td>
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<tr>
<td>SAA</td>
<td>Student Advocate Association</td>
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<tr>
<td>SAAO</td>
<td>Student Amer Academy of Osteopathy</td>
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<tr>
<td>SAMOPS</td>
<td>Student Assoc of Military Osteo Physicians and Surgeons</td>
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<tr>
<td>SNMA</td>
<td>Student National Medical Association</td>
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<tr>
<td>SOMA</td>
<td>Student Osteopathic Medical Association</td>
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<td>SOSA</td>
<td>Student Osteo Surgical Association</td>
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**Exams and Residency**
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<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACGME</td>
<td>Accred Council for Graduate Med Edu</td>
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<tr>
<td>COMAT</td>
<td>Comprehensive Osteo Med Achievement Test</td>
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<tr>
<td>COMLEX</td>
<td>Comprehensive Osteo Med Licensing Exam</td>
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<tr>
<td>COMSAE</td>
<td>Comprehensive Osteo Med Self-Assessment Exam</td>
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<tr>
<td>ERAS</td>
<td>Electronic Residency Application Service</td>
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<tr>
<td>GME</td>
<td>Graduate Medical Education</td>
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<tr>
<td>MSPE</td>
<td>Medical Student Performance Evaluation</td>
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<td>NBME</td>
<td>National Board of Medical Examiners</td>
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<tr>
<td>NBOME</td>
<td>Nat'l Board of Osteopathic Med Examiners</td>
</tr>
<tr>
<td>PGY</td>
<td>Program Year</td>
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<tr>
<td>USMLE (STEP)</td>
<td>United States Medical Licensing Exam</td>
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<tr>
<td>VSAS</td>
<td>Visiting Student Application Service</td>
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**COSGP Lingo**

<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>COM/SOM</td>
<td>College/School of Osteopathic Medicine</td>
</tr>
<tr>
<td>“Hear Hear”</td>
<td>“I agree” or “Same here”</td>
</tr>
<tr>
<td>GC</td>
<td>General Council</td>
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<tr>
<td>GSOY</td>
<td>Global Scholar of the Year Award</td>
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<tr>
<td>SDOY</td>
<td>Student Doctor of the Year Award</td>
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<tr>
<td>SROY</td>
<td>Student Researcher of the Year Award</td>
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<tr>
<td>TOUCH</td>
<td>Translating Osteo Understanding into Community Health</td>
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**COSGP’s Purpose**

This Council exists to represent, empower, and enhance the lives of all osteopathic medical students. It represents them with the AOA, AMA, COCA, AACOM, AACOM Board of Deans, NBOME and other governing bodies within the medical community. It empowers them by providing a forum for exchanging ideas and an avenue through which their voice may be
projected on a national level. It enhances their lives through these actions, by fostering their development as leaders, and enabling them to further develop their professional identity in a safe environment.

To meet these objectives, COSGP is formed by a General Council of Student Government leaders from each member school of AACOM. From this General Council, a number of committees are formed to create and achieve focused goals. These activities allow these student leaders to represent their peers, disseminate information and resources, and directly contribute to the future of osteopathic medicine.

**Executive Board**

Each year, members of the General Council are elected and appointed to the Executive Board of the organization. The Executive Board will then facilitate the aforementioned purpose of the General Council and serve as the “face” of the organization within their specific roles.

The Elected Members of the Executive Board and their general roles are as follows:

- **Chair**: presides at all COSGP meetings; ex-officio member of all committees; represents COSGP before all other national organizations
- **1st Vice Chair**: Chair of Leadership Committee; coordinates leadership development curriculum; organizes agendas of quarterly meetings; NBOME Liaison
- **2nd Vice Chair**: Chair of the Wellness Committee; coordinates Committee appointments and development of COM Liaisons networks; organizes multimedia activities of quarterly meetings
- **Secretary**: Co-Chair of Student Services Committee; maintains and distributes minutes of all meetings; national coordinator of Student Doctor of the Year Award
- **Treasurer**: Co-Chair of Finance Committee; creates and maintains annual budgets; organizes fundraising activities such as Silent Auction
- **Parliamentarian**: Co-Chair of Legislative Affairs Committee; reviews, interprets, and enforces Constitution and Bylaws; organizes elections and filling of Executive Board; organizes student involvement in AOA House of Delegates

- **AOA Board of Trustees Student Rep**: elected from COSGP personnel in years that alternate with SOMA; ex-officio member of all Committees; reports on BOT and BEL activities; serves as bridge between COSGP and SOMA

The Appointed Members of the Executive Board and their general roles are as follows:

- **AOF Student Director**: Co-Chair of Finance Committee; reports on AOF activities; distributes information regarding scholarship opportunities

- **Legislative Affairs Rep**: Co-Chair of Legislative Affairs Committee; maintains network of Legislative Affairs Liaisons; distributes information regarding relevant legislation and political advocacy opportunities

- **Medical Education Rep**: Co-Chair of Medical Education Committee; maintains network of Curricular Liaisons; responsible for pre-clinical curricular issues

- **Clinical Education Rep**: Co-Chair of Medical Education Committee; maintains network of Curricular Liaisons; responsible for clinical curricular issues

- **Global Health Rep**: Chair of Global Health Committee; maintains network of Global Health Liaisons; connects COSGP to international medical associations and efforts; organizes Global Scholar of the Year Award

- **Public Relations Rep**: Chair of Public Relations Committee; organizes management of COSGP social media accounts; coordinates COSGPower Talks; responsible for development of COSGP brand based on goals of Executive Board and General Council

- **Research Rep**: Chair of Research Committee; maintains network of Research Liaisons; distributes information regarding research opportunities; responsible for any COSGP research activities; coordinates annual Research Symposium and Student Researcher of the Year award
• **Diversity Rep:** Chair of Diversity Committee; maintains network of Diversity Liaisons; promotes diversity, equity and inclusivity within AACOM and member schools; promotes cultural competency
• **Programs Rep:** Co-Chair of Student Services Committee; National TOUCH Coordinator; organizes bonding and morale boosting activities during and between quarterly meetings

**General Timeline of the Year**

The following is barebones information with more detail to follow.

• March-April
  ○ Spring Business Meeting (with AACOM Educating Leaders)
• April-June
  ○ Filling of Appointed Positions and COSGP Committees
• July
  ○ Summer Business Meeting (with AOA House of Delegates)
• October
  ○ Fall Business Meeting (with OMED)
• January
  ○ Winter Business Meeting (at Host School)

**General Meeting Information**

Prior to each meeting, the Executive Board will meet to create an agenda. This process is led by the 1st Vice Chair and with a tentative schedule generally completed no less than one month in advance. At that time, finalized dates and times will be distributed to the General Council. The finalized agenda will be provided no less than one week prior to the meeting.

**Parliamentary Procedure**
Each meeting runs smoothly due to the use of Robert’s Rules of Orders as needed. This is a system of meeting facilitation employed by all osteopathic organizations. Due to the collegial atmosphere and constant effort to ensure a safe space, the most pertinent rule to share is the following:

When you wish to speak, either approach the microphone or raise your hand in Zoom and wait to be addressed by a member of the Executive Board. Always start with your name, school, and year. “John Smith, ATSU, OMS II”.

Other common parliamentary motions that are especially helpful during policy discussions (i.e. AOA House of Delegates) include but are not limited to the following:

- Propose an amendment -- “I move to amend...by adding/striking”
- What’s the rule for doing something? -- “Parliamentary inquiry”
- Amend a motion -- “I move to amend the motion by....”
- Extend debate -- “I move to extend debate by X (5) minutes.”
- Close discussion on a matter -- “I call the (previous) question.”
- Clarify -- “point of information!”
- Object to a rule violation -- “point of order!”
- Appeal a decision -- “I appeal the ruling of the chair.”
- Request recount -- “division of the house” or “tally-ho!”

A more extensive cheat sheet can be found here.

**Example Agenda**

Below you will find an example of a single day during a Quarterly Business Meeting. Each day will typically begin and end with a social event of some kind organized by the Programs Representative. The creation of the agenda is led by the 1st Vice Chair and revolves around a particular theme (in this case, “Moving Mountains”). The 2nd Vice Chair organizes the multimedia used during the meeting and this can be seen as the agenda is interactive - agenda items with hyperlinks will take you to either the appropriate Zoom meeting room or presentation that was given. Later in this guide, we will provide further information regarding each quarterly meeting, planning ahead, and making the most of these meetings.
through your involvement. Whether it is virtual or in person, it is paramount that you bring the following:

- Enthusiasm and positivity;
- Issues you and your peers are currently facing;
- And ideas you feel would help other students across the country.
COSGP Summer Quarterly Meeting (MDT)
Zoom Meeting - Moving Mountains
July 15 - 17, 2020
Friday – July 17, 2020

7:00a - 8:00a Beforries: Coffee Corner & COSGP Breakfast Table (optional)
8:00a - 8:05a Call to Order & EBoard Important Updates - Krista Niezwacki
8:05a - 9:06a Leadership Development: Values (pg 31-33) - EBoard
9:06a - 9:26a AACOM Medical Education & Research Update - Mark Speck
         AACOM Senior Vice President for Medical Education and Re
9:26a - 9:37a AOF Annual Plan - Comfort Orebayo, AOF BOD Student Rep
9:37a - 9:45a TUCOM-CA School Report
9:45a - 10:12a NBOME Update - John Gimpel, DO, NBOME President and I
10:12a - 10:17a BREAK
10:17a - 10:50a COVID-19 School Discussions
10:50a - 11:05a BEL Update - Gregory Harris, DO, New Physician in Practice
         Bureau of Emerging Leaders
11:05a - 11:25a Medical Advocacy and QBI Application - Katie Marney, National
         Legislative Affairs Representative
11:25a - 11:50a Welcome from AACOM - Robert Cain, DO, AACOM President
11:50a - 12:25p School Discussions
12:25p - 1:00p LUNCH
1:00p - 2:05p Committee Meetings
2:05p - 2:10p SDOY - Valerie Pendleton, National Secretary
2:10p - 2:20p SROY and Research Annual Plan - Chrstain Pruitt, National
         Representative
         Representative
2:31p - 3:05p School Discussions
3:10p - 3:40p Committee Leadership Development: Trusted - EBoard
**Summer Business Meeting**

The Summer Business Meeting generally occurs just before the AOA House of Delegates meeting in July. This is typically the first meeting for a number of COSGP General Council members. This meeting will serve as an introduction to the Executive Board's overall annual plan and time to get student leaders up to speed before the House of Delegates. Student Government Presidents are, per AOA Policy, to be voting members of their state osteopathic delegations. Thus, they and their alternates are expected to participate fully in the proceedings. As such, the Parliamentarian and Legislative Affairs Representative will review parliamentary procedure, organize the National Osteopathic Student Caucus, and work with other national student organizations to create official student opinions on relevant House of Delegates Resolutions. Then, during the actual House of Delegates, the Parliamentarian will coordinate the voicing of those opinions on the floor by members of the General Council. At the same time, the Treasurer will organize a Silent Auction that serves as the primary fundraiser for COSGP.

**Fall Business Meeting**

The Fall Business Meeting is typically organized alongside the AOA's annual OMED convention in October. This allows Student Leaders to attend both meetings and COSGP to coordinate a National Osteopathic Student Seminar. Like the Summer Business Meeting, there are galas and/or banquets for which COMs will usually pay the cost of attendance for Student Leaders.

**Winter Business Meeting**

The Winter Business Meeting is a unique, COSGP-centric meeting that takes place at a member COM in January and is not in conjunction with another organization's conference. Between the Summer and Fall Business Meetings, General Council members will apply to host this meeting. This provides General Council Members with the opportunity to plan a meeting themselves and organize it with the Executive Board. This meeting includes tours
of the COM, presentations from COM faculty and students, and a local community service event for all of COSGP to participate in. For alternate/secondary General Council members, such as Vice Presidents, this will serve as their last meeting. However, they will always be part of the COSGP Family.

**Spring Business Meeting**

This final meeting for the academic year is held in conjunction with AACOM’s annual Educating Leaders conference in Washington, DC. This will be the first meeting for incoming SGA Presidents and the last meeting for the outgoing Executive Board and SGA Presidents. During this meeting, elections are held for the upcoming years Executive Board and it ends with a transition from outgoing to incoming Executive Board.

**Slack**

“Slack” is a professional/business communication platform that COSGP utilizes to stay connected before, during, and in between meetings. Our Slack subscription is paid for by AACOM and is only available to members of COSGP via a secure invitation to their school email. The COSGP National Secretary is responsible for the day-to-day management of Slack. Once added to Slack, COSGP members are asked to download the application to their desktop and cellphone for seamless use, especially during meetings.

- [Download Slack for Mac](#)
- [Download Slack for Windows](#)
- [Download Slack for Google Play](#)

**Preparing for Meetings**
Each of these meetings presents an opportunity to work with fellow student leaders facing similar burdens, refill your metaphorical cup and be energized to continue the good work you do. It is both a time of work and a time of fun.

Things to expect:

- Interactive agenda
- Opportunities to hear from national leaders and fellow student leaders
- Time to get to know other osteopathic medical students
- Access to information and ideas from other schools that could help your school
- Activities that enable your development as leader and future physician
- Fun while working

Things expected of you:

- Your presence, attention, and participation
  - In meetings, breakout groups, committee activities, etc.
- Professional behavior
- Distributing resources and information to your school
- Promoting COSGP projects amongst your school
- Maintaining good academic standing

**Planning Ahead: Academic Success**

You are a student leader at your school and within this organization. It can often feel like you are pressured to treat these positions as a near full-time job. However, that is not the case. Your first and foremost priority is your academic success. Consider the general timeline provided and assess your curricular expectations. Do you have tests that overlap with approximate dates? Work with your Student Affairs and Curricular personnel. If you have to be late to a meeting, communicate with the COSGP Secretary and the Executive Board will understand. If you need to take time during a meeting to study for an upcoming test, the Executive Board will understand.
Dress Code

Dress code during meetings is business professional, unless otherwise stated. However, that doesn't mean you can't have fun! Look good, feel good, and do good things.

Making the Most of Meetings

These meetings are a lot! They will take time to get used to and will have days with lengths you may not be used to. However, they can be some of the most rejuvenating experiences of your time as a student leader if you allow them to be, so be present to the best of your ability. Participate in discussions and activities. Put work into your Committee. Share ideas and brainstorm how to handle shared issues. You will get out of COSGP what you put into it.

General Involvement

The following are opportunities for involvement for all COSGP General Council Members that will contribute to your growth and development.

COSGPPower Talks

For each meeting, the Public Relations Rep will call for volunteers to give COSGPPower Talks. These are opportunities to present to the entire General Council on a topic of your choosing. These are legitimate conference speaking opportunities that can be listed as such on your CVs and/or Resumes. Examples can be found on the COSGP YouTube page here.

Committees

Prior to the Summer Business Meeting, the entire General Council will be provided with information regarding COSGP Committees and their general goals for the year. They will be asked to rank the Committees they would like to join and using those rankings the 2nd Vice Chair will assign each General Council Member to a Committee. The Committees are
Finance, Legislative Affairs, Medical Education, Clinical Education, Research, Public Relations, Student Services, Leadership Development, Global Health, Diversity and Wellness.

School Discussions

At each meeting, the Parliamentarian will organize periods of time dedicated to discussing issues and questions raised by the General Council. This allows for General Council Members to share concerns, issues, ideas, etc. and have open discussion on how to address them.

School Liaisons

COSGP asks that each institution provide a student liaison for each of its committees in order to expand the breadth of the work being accomplished at the national level and to share it with each of the COMs. Whereas it is completely acceptable for each institution to select their liaisons however they see fit, we suggest creating a committee structure that reflects that of the COSGP to simplify your selection process and enhance the work that is accomplished by these liaisons at your institutions!

More information can be found in the Resources section under “Liaison Organization Example”

School Reports

Each College/School of Osteopathic Medicine is asked to provide a report to the General Council at least once per academic year. These reports are an opportunity to provide General Council members information and insight into programs that have worked well for your College/School. Ultimately, this gives other Colleges/Schools information that can help them use these successful programs as well. Reports should focus on one specific program, event, or initiative and should include information on how it was started, how it is
sustained, what has been needed for the program and any other information that is necessary. The Second Vice Chair is the Executive Board member responsible for coordinating the scheduling of School Reports.

**Helpful Resources**

Below you will find a few resources that were felt could be helpful as you transition into your new leadership role be it at your COM or as a part of COSGP.

**Transition Guide**

The following is a general outline of things to consider when transitioning leadership responsibilities between an outgoing and incoming SGA President and Vice President.

- **Within SGA**
  - Review Constitution and Bylaws
  - Go over how to organize and facilitate regular meetings
  - Discuss agenda setting and appropriate communication policies
  - Walk through the general timeline of a year as a SGA Leader

- **With Students**
  - Review feedback and mass communication mechanisms
  - Remind them of your goals for the year
  - Organize Town Halls and other school-wide SGA-led activities

- **With Administration**
  - With the help of your predecessor, introduce yourself to the administration
    - Go over who to reach out to for specific concerns/issues
  - Discuss goals with relevant SGA Advisor(s) and/or Dean(s)

- **Within COSGP**
  - Go over Slack and its use
  - Discuss Quarterly meetings and expectations
    - Absences, travel, academic success, involvement
- Discuss Committees and COM Liaisons

**Advocacy Tool Kit**

During the 2019-2020 year, the COSGP Legislative Affairs Committee created the following Advocacy Tool Kit. It is meant to be a primer for political advocacy for all students. Click on the image below to be linked to the document.

![Advocacy Tool Kit Image]

**COM Liaisons: Example Structure for Your Institution**

Below is an example structure of a SGA and how each committee has a chair and reports to the SGA Executive Board. Each of the committees can select their own committee or serve solely as an individual representative depending on the needs and goals of the institution. This example provides a layout that may help provide structure and establish a more
efficient way to maximize your Student Government's relationship with COSGP and disseminate information accordingly. This would also enable your Executive Board in having committees formed in line with COSGP's national initiatives without detracting from your individual agency to implement school-specific initiatives.

Additionally, the COSGP requests a representative from each school to lead the Student Doctor of the Year process. This position can be established as a separate role, or given to someone on the executive board (e.g. Vice President).

**EXAMPLE COMMITTEE CHAIR DESCRIPTIONS FOR YOUR BY-LAWS**

**Diversity, Equity, and Inclusion**
- Must be a member of at least one of the below mentioned chartered organizations to apply for position.
- SOMA APAMSA, LMSA, MSPA, or SNMA chapter
- Additional organizations related to diversity, equity, and inclusion can be added per the recommendation of the DEI Committee or the SGA

- Ensure nationally recognized diversity organizations on campus maintain charter status, including: APAMSA, LMSA, and SNMA.

- Chair SGA Council on Diversity, Equity, and Inclusion
  - Coordinate monthly meetings of the Council
  - Coordinate the implementation of programming
  - Communicate on a regular basis with faculty who have partnered with the council on programming dedicated to diversity, equity, and inclusion
  - Communicate with Strategic, Intentional, Mentorship (SIMs) program director

- Member of Advisory Council on Diversity (ACOD), Campus Diversity Enrichment in Education Committee (DEEC), Member of the school's Diversity Committee

- Promote Diversity, Equity, and Inclusion as core values of the school’s SGA and advocate to administration on behalf of the SGA Council on Diversity, Equity, and Inclusion

- Communicate with the Council of Osteopathic Student Government Presidents
  - Executive Board National Diversity Representative

- Ensure programming for the following months (either directly through SGA DEI or through its organizations)
  - Hispanic Heritage Month
  - LGBTQ+ History Month
  - Native American Heritage Month
  - Black History Month
  - Asian Pacific American Heritage Month

**Global Health**

- Act as the Campus Representative to the Global Health Committee of the Council of Osteopathic Student Government Presidents (COSGP)
- Coordinate selection of the school’s Global Health Scholar award via COSGP
- Work with international medicine clubs (DOCARE, Capacidad, etc) to coordinate international trips
- Coordinate all on campus initiatives from the COSGP Global Health Committee
- Work with faculty to provide students with information on international rotation and healthcare opportunities
- Organizing guest lectures and talks to promote global health and provide students with information regarding opportunities for both during and after medical school

**Legislative Affairs**

- Chair the Legislative Affairs Committee
- Act as the Campus Representative to the Legislative Affairs Committee of the Council of Osteopathic Student Government Presidents
- Act as one of the student delegates to the state osteopathic medical association (e.g. Arizona Osteopathic Medical Association)
- Coordinate all on campus Ed to Med initiatives from COSGP
- Provide information on voter registration to the student body
- Work with the OMS I Class President to coordinate state medical association representation (e.g. Arizona Medical Association)
- Represent the school at DO Day on the Hill (if applicable and schedule allows)

**Mental Health and Wellness**
- Act as the Campus Representative to the Mental Health and Awareness Committee of the Council of Osteopathic Student Government Presidents
- Coordinate all monthly Mental Empowerment Directives (MED) activities per COSGP guidelines
- Chair the Mental Health and Wellness Committee
- Work with office of student life to ensure mental health resources are readily available to Mesa campus and each CHC
- Coordinate DO Day/Week of Wellness
- Oversee selection process of Mental Health and Wellness Committee Representatives
- Communicate resources to students regarding local or national emergent or urgent events

**Research**
- Chair the Research Committee
- Act as the official liaison between the SGA and the state/regional Institutional Review Board
- Act as the official liaison between the SGA and the school's Research Institute
- Maintain a roster of ongoing research projects and areas of interest of the school faculty
- Work to make research more accessible to the student body
- Work to develop professional relationships with other programs for multi-disciplinary research
- Work to ensure fairness in student research participation
- Work with faculty and staff to encourage research involvement in outside research opportunities such as local symposiums, national meetings such as the NACHC annual expo
- Serve as the research liaison to the COSGP Research Committee

**Acknowledgements**

**COSGP Executive Board 2021-2022**
The authors would like to thank the Executive Board for the academic year of 2021 to 2022. This was a group of exceptional individuals tasked with leading an organization made of osteopathic medical student leaders in an incredibly difficult time. It was a truly impressive feat to see so many dedicate so much of themselves to represent their peers and help develop fellow leaders during an unprecedented set of circumstances. The success they’ve had in light of a pandemic and other significant national issues is nothing short of extraordinary.

To You - The Reader - The Future

Your time in COSGP will be a series of opportunities that, if you give your all, will yield priceless results. Over the course of your time in the organization, you will have:

- the chance to grow emotionally and professionally;
- The chance to impact over 31,000 fellow osteopathic medical students and through them their future patients and colleagues;
- The chance to create connections that will last you a lifetime.

We wish you nothing but the best and, even if we’ve never met, are proud of you simply for stepping up to be a leader despite an already burdensome medical school curriculum.

With love on behalf of COSGP,

Jose Parra, MS, OMS III  
COSGP National Chair, 2021-2022  
Touro University Nevada College of Osteopathic Medicine

Kristen D’Orazio, OMS III  
COSGP National Secretary, 2021-2022  
Rocky Vista University College of Osteopathic Medicine

Ethan Parker, OMS III  
COSGP National Parliamentarian, 2021-2022  
Liberty University College of Osteopathic Medicine

Samaneh Bolourchi, MHS, OMS III  
COSGP National Research Representative, 2021-2022  
Touro University College of Osteopathic Medicine California
**Brie Howerton, OMS III**  
COSGP National Legislative Affairs Representative, 2021-2022  
Lake Erie College of Osteopathic Medicine - Bradenton Campus

**Annie Nguyen, OMS III**  
COSGP National Public Relations & Web Representative, 2021-2022  
Edward Via College of Osteopathic Medicine - Carolinas Campus

**Armando Moreno, MPH, OMS IV**  
COSGP National Parliamentarian, 2020-2021  
UIW School of Osteopathic Medicine

**Valerie Pendleton, OMS IV**  
COSGP National Secretary, 2020-2021  
University of New England College of Osteopathic Medicine