**F1 Doctors Position Description**

***Descriptions as described in Bylaws. Roles may change according to leadership agreements.***

**Executive Directors.** The Executive Director(s) shall oversee the growth and progress of the organization, enable effective collaboration between board directors and committees, participate in any events deemed appropriate, oversee research initiatives, work with the board of advisors to secure funding or grants.

**Publicity Directors**. The Publicity Director(s) shall Manage social media accounts, oversee marketing initiatives of the organization, advertise the organization’s events, manage and answer messages received in any social media accounts in a timely manner, and work with other teams to create any promotional material designed to increase the exposure of the organization.

**Mentor Relations Director.** The Mentor Relations Director(s) shall stay up to date with mentor progression through their education, collect surveys designed to maintain the mentor database at least two times a year, assess mentor satisfaction and areas of improvements, and oversee the establishment of any relation between mentors and mentees.

**Mentee Relations Director.** The Mentee Relations Director(s) shall keep a database of mentees, follow up with satisfaction surveys, work with mentor relations directors to oversee the establishment of any relation between mentors and mentees, ensure professional messaging between mentee and mentors, and oversee any initiative created to engage mentees of the organization.

**Educational Resource Director.** The Educational Resources Director(s) shall oversee the podcast, create, and maintain video and written resource, compile and fact check accurate information to be published in the organization, and compile information from the database to showcase successes of the platform.

**Technology Director.** The Technology Director(s) shall manage and update website design and functionality, run analysis on our site SEO, Meta and traffic to improve site reach, and maintain other directors updated on submission forms.

**Outreach and Events Director.** The Outreach and Events Director(s) shall form relationships with undergraduate pre-health programs and graduate health programs, compile contacts of international offices at undergraduate and graduate health institutions, recruit mentees to the organization, organize a bi-annual conference, and host at least one event per month.