**All positions** - participate in panel events that we put on with different organizations; help out with initiatives put on by other teams

Executive Directors: Oversee the growth and progress of organization, enable effective collaboration between executive board teams, participate in panel events/interviews and promote organization at universities, conferences, etc., oversee research initiatives, and secure funding/grants in collaboration with F1Doctors Advisory Board.

(2) Publicity Directors - Manage social media accounts, oversee twitter posts/marketing of F1 initiatives, advertise F1Docs events/ organization on the whole, host virtual Q&A and twitter chats; answer messages in the chats in a timely manner. Work with other teams to create flyers, social media post designs, design merchandise, create promotional materials in collaboration with social media team; keep up the blog post and news

(2) Mentor Relations Director - Stay up to date with mentor progression through their education; collect surveys on updates 4 times a year; assess satisfaction and areas of improvements; work with mentee relations teams to match students with mentors if they have specific requests; ensure professional messaging between mentee and mentors; oversee F1Doctors chapters and promote the creation of more; come up with awards and looks for partnerships for award funding

(2) Mentee Relations Director - Keep a database of all mentees that reach out and their information, follow up with satisfaction surveys; work with mentor relations teams to connect students with unique requests; ensure professional messaging between mentee and mentors; oversee ambassador programs and promote the creation of more; come up with awards and looks for partnerships for award funding; host events on how to be a good mentee/ best practice

(2) Educational Resource Director - Oversee podcast/ video/ written resource/ blog posts; compile accurate information and Q&A documents; work with creative content team and social media team to expand the breath of information available and compile resources on effective mentor-mentee relationships; work with mentor and mentee relationships to compile information from the database to showcase successes of the platform

(2) Technology Director - Manage and update website design and functionality. Make sure that the information on the website is up-to-date; come up with creative ideas to grow and improve the platform, run analysis on our site visits, etc.

(2) Outreach and Events Director - reach out and form relationships with undergraduate pre-health programs and graduate health programs; compile contacts of international office and coordinate with them to help recruit more students, put on events, and eventually organize a bi-annual conference (applying to residency, applying to graduate health programs) to help solidify our national presence and community; host events that engage mentors more - eg. with existing residents/fellows/mentors; recruit more residents/fellows/attendings