

## MPHA Epidemiology Section Mission Statement and Bylaws

The Mission of the MPHA Epidemiology Section is to provide a venue to foster communication and collaboration between epidemiologists in Michigan, and to promote epidemiology and public health through training, research, and advocacy. The Section will hold at least one meeting annually that will provide opportunities for epidemiologists and epidemiologists in training to meet and discuss their ongoing projects and concerns.

### Section Objectives:

- 1) To facilitate communication between epidemiologists working in Michigan, including those working in state and local public health departments, academic institutions and other research institutions, hospitals, health organizations, business and industry
- 2) To facilitate collaboration between epidemiologists working in Michigan
- 3) To promote capacity building for epidemiology and public health at all levels

### Functions:

- 1) To promote the sharing of research, grants and training opportunities
- 2) To serve as a major communication network between epidemiologists in the State
- 3) To promote the sharing of research findings and ideas
- 4) To lobby for additional resources
- 5) To assist students in finding graduate programs, grants, stipends, internships and employment opportunities

All epidemiologists, epidemiologists in training, and persons interested in epidemiology are welcome to join the Section.

### Dues:

\$5 per year for the Epidemiology Section, in addition to the annual dues for MPHA. Students are not required to pay the \$5 fee.

### Section Officers:

It is our intention that the Section Officers represent the breadth of epidemiology. Thus, the nomination committee will seek to ensure that each of the constituencies listed below has at least one representative among the elected Section Officers. It is expected that each person will represent both a substantive and professional constituency.

#### Substantive Constituencies

Local Public Health  
State Public Health  
Academia/ Research  
Industry/ Business

#### Professional Constituencies

Infectious Diseases/ Immunizations  
Environmental/ Occupational/ Injury  
Chronic Disease/ Genetics  
Maternal/ Child Health

### Chairperson-elect

Term of office: one year

#### Duties:

1. Participate in section business meetings, conference calls
2. Orient to role of chairperson
3. Assist the Chair in reviewing and commenting upon all APHA position papers and resolutions
4. Participate in the annual meeting of the Association
5. Provide support to chairperson as requested

### Chairperson

Term of office: one year

#### Duties:

1. Represent the Epidemiology Section on the MPHA Board of Directors
2. Coordinate Section activities
3. Oversee and organize efforts of Section leadership
4. Identify and orient Committee chairs
5. Develop Section newsletter
6. Respond to incoming correspondence
7. Moderate section business meetings, conference calls
8. Provide epidemiologic support for MPHA advocacy activities
9. Coordinate reviews and comments upon all APHA position papers and resolutions
10. Participate in the annual meeting of the Epidemiology Section of MPHA

### Immediate Past Chairperson

Term of office: one year

#### Duties:

1. Serve as chairperson of nominations committee
2. Participate in section business meetings, conference calls
3. Assist the chair in reviewing and commenting upon all APHA position papers and resolutions
4. Participate in the annual meeting of the Epidemiology Section of MPHA

The commitment of a person elected Chair-elect is for three years; one year each as Chair-elect, Chair, and Immediate Past Chair.

## Secretary/Treasurer

Term of office: three years

### Duties:

1. Maintain Section files (current business and historical documents)
2. Work closely with the Section Chair to prepare the budget, monitor expenditures on an ongoing basis, and prepare regular reports as to the status of Section funds
3. Publish section newsletters
4. Maintain the section website
5. Record minutes of meetings, conference calls
6. Maintain the section leadership roster
7. Assist in reviewing and commenting upon all APHA position papers and resolutions
8. Participate in the annual meeting of the Epidemiology Section of MPHA
9. Leadership of the Fundraising Committee

Minutes of the business meetings and scientific sessions are submitted to the Executive Director of MPHA by the Secretary or substitute after the close of the Annual MPHA Meeting. The purpose of the newsletter is to inform the Epidemiology Section members regarding current Section activities, future meetings, and other issues of epidemiologic and public health interest, and to solicit their participation.

## Fundraising Committee

The fundraising committee will consist of the Secretary/Treasurer and any interested Section Councilors.

### Duties:

1. Identify potential sponsors
2. Track sponsor contact and necessary forms
3. Secure funding
4. Transfer funding to MPHA

## Section Councilors (minimum of 3)

Term of office: two years (the terms of Section Councilors will be overlapping, such that at least one new Councilor can be elected each year.)

### Duties:

1. Participate in section business meetings, conference calls
2. Represent the concerns of their constituencies
3. Assist in the development of the program for the annual meeting, and newsletters
4. Serve on Epidemiology Section task forces and committees

## Student Representatives (2)

Each epidemiology training program in Michigan will appoint a student representative to the MPHA Epidemiology Section council.

Term of office: one year

Duties:

1. Participate in section business meetings, conference calls
2. Represent the concerns of their constituencies
3. Assist in the development of the program for the annual meeting, and newsletters
4. Serve on Section task forces and committees

## Program Chair

Term of office: three years

Duties:

1. Oversee the Program Committee
2. Take the lead role in Program Committee duties

## Program Committee

The program committee will consist of the Program Chair Student Representatives and any interested Section Councilors.

Duties:

1. Plan scientific program for the annual meeting
2. Review, along with a review committee, submitted abstracts
3. Select abstracts for presentation at the Annual Meeting
4. Plan special sessions

## Membership Chair

Term of office: three years

Duties:

1. Attract and retain members of the section

## Membership Committee

The membership committee will consist of the Membership Chair and any interested Section Councilors.

Additional duties include but are not limited to:

1. Maintain Facebook page with current activities and job postings.