Ultrasound Leadership Structure

Ultrasound interest group leadership is about teamwork. Everyone has their assigned roles, but the group cannot succeed without everyone pitching in and helping each other complete those roles.

Another key role of USIG leadership is sharing ultrasound and creating positive energy about it at your institution. As ultrasound leaders, you should be ambassadors of ultrasound within their institution, demonstrating the applications of ultrasound in patient care to your peers and teachers.

**ESSENTIAL LEADERSHIP ROLES**

**President**
The president coordinates all the activities of the group. They ensure that everything runs smoothly and assists other USIG leaders in completing their roles. This is not an easy job and does more work than another other leadership role. The president should be prepared and available to play whatever role needed. They encourage other USIG leaders to pursue their ideas and develop new projects. The president also ensures the administrative aspects of the USIG are taken care of and represents the USIG at medical student government meetings.

**Vice President**
The vice president assists the president with coordinating group activities. They support the other USIG leaders in performing their roles and are available to play whatever role is necessary to support other USIG leaders. They also help develop and execute new USIG projects, in addition to facilitating other leaders in doing so too.

**Workshop Chair**
The workshop chair manages all aspects of USIG monthly workshops. This is an essential and arguably the most important job in the entire USIG. They arrange the lecture instructor, small group instructors and their training, workshop curriculum, ultrasound machines, materials needed, location, etc. They of course will receive help in these tasks from other USIG leaders, but the responsibility for these tasks and the success of each workshop falls on the workshop chair.

**Logistics Chair**
This is someone who helps make things happen, a go-to person. They know where all the available ultrasound machines are and who to ask to get them. They know what ultrasound models your institution has or how to make your own models for the scan the group is learning. They network in your institution for your group and always have an eye out for new ultrasound resources at your institution.

**Technology Chair**
This is who will run your website and twitter account. The website gives your members a home base to come to for information about your group and the technology chair makes sure this is updated with all the most recent group information and ultrasound resources. The twitter account allows you to promote USIG activities without flooding your classmates’ inbox with emails. Both are essential to a good USIG and so is having a tech savvy chair.

**Communications Chair**
This is a position dedicated to USIG communications. It’s essential that this person be excited about ultrasound and translates that enthusiasm in their communications with the group. They also are the USIG historian and take meeting minutes. They email the group for meetings, workshops, and other USIG activities. The communications chair also put together a quarterly USIG newsletter with local and general ultrasound community updates and opportunities that is written collectively by USIG leadership. This helps keep your members in the loop at your institution and within the larger ultrasound community.

**Treasurer**
This is pretty straight forward. The treasurer handles the money. They manage the bank account, collect new member dues, and hold the USIG credit card. They work with USIG leaders to develop a budget for the year’s USIG activities.

**Class Representatives**
These are officers that promote ultrasound within their class and represent their class’s interests within the USIG. They also serve as student mentors that help teach ultrasound to their peers.

**Student Mentors**
Student mentors are the core of USIG teaching. They are your ultrasound super learners and serve as ultrasound teaching mentors for their peers. Their primary role is teaching USIG workshop small groups. Learning ultrasound is more than just a lecture. Hands-on training means you need plenty of instructors and this is where your student mentors come in. They are ultrasound leaders who commit to being advanced ultrasound students and learning the necessary ultrasound skills prior to USIG workshops, so they may help teach these ultrasound skills to their fellow students.

**OTHER POTENTIAL LEADERSHIP ROLES**

**Inter-club Liaison**
This position facilitates inter student group collaborations. Most specialties will benefit from the application of ultrasound, so the USIG should work to be inclusive of and collaborative with other student groups.

**Specialty Student Representatives**
This position facilitates collaborations between specific specialty faculty and student groups. They are the experts for the ultrasound scans applicable to their specialty and help teach those scans at USIG events.

**Medical Student Government Representative**
They represent USIG interests and promote USIG events at medical student government meetings. If this position exists, presidential attendance at these meetings is more optional.

**ADDITIONAL JOBS** (not covered by a specific leadership position)

**For USIG Workshops and Meetings**
Photographer
Room reservation
Speaker recruitment and communications
Food ordering
Data collection (to demonstrate student interest in ultrasound to faculty)

**Other USIG Activities**
Managing USIG open lab hours
Case of the Month editor
Managing ultrasound distinction points