

Omega Leo Medical Explorer Job Description President

The President has responsibility for the overall operation of our organization. While being responsible for our success can appear as a daunting job. There are resources to help in achieving an outstanding tenure and helping you grow our reputation as a unique organization. We are known as a valuable community resource that is ready to serve. Our “service mission” is far more than any other student organization, and makes us unique in the eyes of many community members. But besides serving our community we are unique in our preparation of pre-health college students in the skills that allow hands-on patient care responsibility. These training and patient responsibilities help our members prepare for careers in healthcare before they are admitted to their professional programs.

We are chartered to both the Scouting America (Boy Scouts) and Lions Clubs International. Both organizations have officers who are especially focused on helping you have an outstanding term as President. We have senior advisors who have many years’ experience in management who are there to help with your leadership training and advice with any potential problem. It is your responsibility to seek the advice and counsel of these resources.

There are four positions that report directly to you – 1st Vice-President of Operations, 2nd Vice-President of Systems, (a potential 3rd Vice-President of Operations), Training Officer, and Safety Officer. It is hoped that you will adopt a management style as a “Servant Leader.” Servant leadership is a preferred leadership style for a volunteer organization. Your senior advisors can help you learn more about this leadership style.

In this role following a Servant Leadership style, you are there to help ensure that those reporting to you have the resources and help to accomplish all of their responsibilities. It is important that you meet with those reporting to you and review their success frequently on a schedule that is your decision, but may be as frequently as monthly.

The purpose of our Omega Leo Medical Explorers is “To help create compassionate health professionals who have a heart and duty for service.” All of

our training and volunteer opportunities are directed to accomplish this purpose. It is best if others see you as a “leader who leads from the front.” Our President is to be among our best members in their own training record and volunteer service.

Our Omega Leo Medical Explorers is more than a student organization; it’s a volunteer medical organization with real-world, hands-on patient care responsibilities. With that expectation, it is important that all of our members begin to see their professional careers beginning now. You will help ensure that our organization contributes to our communities with skills and attitudes to serve in a professional manner.

There are many who have grown to respect our organization and expect performance not commonly found in students prior to college graduation. Maintenance and growth of this reputation is a prime objective of the President position.

There are four monthly reports you and our Senior Advisor will need to track of our systems and operations. The first two reports, related to our administrative systems, include, 1) our monthly attendance report (prepared by our membership secretary) and 2) our monthly treasurers report (prepared by our treasurer).

The next two reports related to our operations include our 3) monthly volunteer hours report (prepared by our 1st VP of operations) and 4) our monthly training report (prepared by our training officer). You are responsible for working with your officers to ensure that these reports are prepared in a timely manner and reviewed by you as you monitor our productivity.

The four measures of our productivity are 1) meeting attendance, 2) bank account deposits and expenditure, 3) volunteer hours, and 4) training records. Each of these four reports will show you the health of our organization, and the involvement of our members. You will need to watch the overall health of the whole organization, but also the involvement of our membership. In your review of those reporting to you and in discussions during your President’s Council, you will be aware of any problems and their solutions. Your President’s Council is an important group of associates to advise you on strategy and plans to maintain and improve our Omega Leo Medical Explorers. Be aware of trends for your quality

indicators. Eventually, we will have good data to see comparable measures for our quality indicators from previous years. You will want to ensure that we preserve the comparable figures from previous years.

Our President is a member of our Board of Advisors, and is invited to attend and participate in a meaningful manner during this and other meetings of groups that may be related to our mission. You should establish a regular meeting with our Senior Advisor to review our progress and opportunities for all of our members. You will be asked to make a “State of Our Post” presentation to our Board of Advisors.

It is your responsibility to review and update this job description and those of the officers reporting to you before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position and those reporting to you.

Lastly, we sometimes operate with a Co-Presidency structure. That decision is to be made in consultation with the President’s Council. If it is decided to have Co-Presidents, the responsibilities for shared operations is to be decided before the Co-Presidents assume office May 1, or as quickly as possible if that decision is made mid-year. The division of responsibilities or operational procedures are to be shared with our senior advisor in a timely manner.

First Created: March 22, 2020

Last Modified: January 15, 2026 by Dr. Charles Johnson