

# MedBridge Kingston Chapter — Chapter Application

## Application For Chapter Roles Serving The Kingston Area

**Open to the Kingston community:** This application is open to people studying, working, teaching, volunteering, or otherwise meaningfully connected to the Kingston area, including students, recent graduates, educators, healthcare-interested individuals, and community members.

**Application materials:** Submit this completed application together with a current resume. Attach your resume as a **PDF only**, or provide a direct link in Section 1. Portfolio, LinkedIn, project, or work-sample links are optional.

**Commitment:** Chapter roles generally require around **4+ hours per week**, with time varying by project cycles, chapter launches, events, and major initiatives.

**Submission:** Send this completed form and your resume to **ahnaamouredu@gmail.com**.

**Application responses:** Unless otherwise noted, all questions are required.

# Kingston Chapter Roles

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## Chapter Lead

**Mandate:** Lead Kingston Chapter, coordinate the chapter team, and serve as the primary local liaison to MedBridge Headquarters and Kingston-area partners.

**Core duties:** Run chapter meetings; track goals; coordinate local priorities; support chapter development; and maintain alignment with MedBridge standards.

## Partnerships and Relations Lead

**Mandate:** Build relationships for Kingston Chapter with speakers, community partners, schools, healthcare groups, and sponsors in the Kingston area.

**Core duties:** Source speakers; develop outreach opportunities; identify partner and sponsor prospects; and maintain the partnership pipeline.

## Finance and Funding Lead

**Mandate:** Support responsible Kingston Chapter finances, budgeting, grants, and funding administration.

**Core duties:** Maintain financial records; track receipts and reimbursements; research funding opportunities; prepare funding applications; and coordinate with MedBridge Headquarters.

## Marketing and Membership Lead

**Mandate:** Grow Kingston Chapter membership and build MedBridge visibility in the Kingston area.

**Core duties:** Run recruitment campaigns; onboard members; manage chapter communications and social media; promote events; and follow MedBridge brand guidelines. Applicants should be familiar with Instagram and LinkedIn. Experience with website development is considered an asset but is not required.

## Programs and Events Lead

**Mandate:** Develop and deliver programs and events specific to Kingston Chapter and the Kingston community.

**Core duties:** Coordinate venues, logistics, schedules, volunteers, speakers, registration, and event-day operations; and support major MedBridge initiatives held in or involving Kingston.

## Section 1 — Applicant Details

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1. Full name

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2. Email address

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3. Primary occupation

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4. School, organization, workplace, or community affiliation

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5. Program of study, year of study, department, role, or area of work

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6. Province, state, or region of residence

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7. Resume link or attached-file confirmation — **PDF only**

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8. Portfolio, LinkedIn, or supporting work links (*Optional*)

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## Section 2 — Role and Alignment

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9. Role for which you are applying

- ☐ Chapter Lead
- ☐ Partnerships and Relations Lead
- ☐ Finance and Funding Lead
- ☐ Marketing and Membership Lead
- ☐ Programs and Events Lead

10. Which areas are you passionate about?

- ☐ Healthcare and Clinical Sciences    ☐ Education and Mentorship
- ☐ Business, Finance, and Non-Profit Strategy    ☐ Marketing and Media
- ☐ Community Impact and Youth Leadership    ☐ Other: \_\_\_\_\_

11. Why do you want to join MedBridge and contribute to this area in Kingston Chapter and the Kingston community?

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12. Describe one relevant project, venture, event, or system you completed or led.

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13. If accepted, what would you aim to accomplish in your first 60 days, and what support team might you build?

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## Section 3 — Availability and Role Acknowledgement

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14. I understand that this chapter role generally requires around 4+ hours per week.

☐ Yes, I understand and can commit    ☐ I would like to discuss my availability