Position Description: National Medical Education Team Chair

Roles, Responsibilities, and Objectives

National committee and team chairs' roles encompass 3 key domains:

1. Voting members of the Executive Board of the Action Committees & Teams

- Chairs employ and develop skills in long-term planning, resource allocation, framing and messaging.
- Chairs set the agenda for the mission-driven work of the Association through development of an annual work plan and revision of a strategic 3-year plan designed to provide continuous work on critical issues to the Association within our capacity to do so.
- Chairs are engaged in improving AMSA's practices and structure with regard to the programming arm.

2. Investment in coordinators and projects

- Chairs actively advise and support their coordinators, facilitate meetings, and mediate conflict. Chairs foster professional and personal growth in their coordinators through advising, giving periodic and effective feedback, and recognizing and developing strengths in these leaders.
- Chairs advise in the design needs assessments and performance metrics, preparation of key documents, and the design of deliverable goals and teach these skills to their coordinators for effective project planning and execution.

3. Content expertise

- Chairs lend their knowledge around the area of content their committee or team covers. They further develop this expertise during their tenure through research and careful planning of AMSA's comprehensive work plan around these specific issues.
- **The Medical Education Chair specifically would benefit from having experience in planning and evaluating curriculum, educational research and pedagogy.**
- Chairs employ and develop consulting skills as AMSA's point-persons for their respective issues.
- Chairs participate in the annual review and revision of AMSA's Principles--statements of AMSA's beliefs about key issues relevant to AMSA's values and priorities.

Expectations & Accountability

1. The term of Action Committee or Team Chair is one year beginning on April 1 and ending March 31 of the following year, with a transition period from the close of National Convention in March through the beginning of the term in April.
2. This chair directly oversees and advises of education coordinators and the AMSA Academy Officer and works closely with SOFs.
3. Committee and Team Chairs are accountable to her/his peers on the Executive Board of the Action Committees & Teams and to the their coordinators. They are directly overseen and supported by the VP for Leadership Development and the VP for Program Development.
4. All leaders shall uphold the expectations and standards of conduct outlined in the National Leadership Handbook. Involvement in AMSA is a serious commitment, and should a leader be unable to fulfill the duties

as outlined in this position description and the National Leadership Handbook, s/he may be asked to resign or be dismissed from her/his position.

5. Deadlines will be provided with sufficient lead time for successful completion. It is expected that deadlines be met and extensions requested prior to lapse of a deadline in order to continue participating in AMSA.
6. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings.
7. Leaders can expect sufficient training and support to complete all duties and tasks asked of them. AMSA is a collaborative environment, and ideas and feedback are always encouraged and considered.

Purpose of the Medical Education Team

The Medical Education Team aims to promote education as an opportunity to combat healthcare disparities, develop physicians-in-training as educators, and provide opportunities to engage in academic medicine. It also empowers physicians-in-training to develop and implement curriculum in areas they feel are lacking in their formal medical education.

Goals of the Medical Education Chair

- Develop skills of teaching and curriculum design in a minimum of 50 AMSA members each year.
- Study the deficiencies in curricula in formal medical education and provide opportunities for students to develop curricula to address such needs.
- Produce an updatable document which drives AMSA's advocacy on issues in medical education (ED-genda).
- Highlight the value education plays in promoting health, decreasing the burden of illness, and in eliminating disparities in healthcare to physicians-in-training.

Strategies of the Medical Education Chair

- Complete a thorough needs assessment of both physicians-in-training and deans to have a data-driven understanding of the need for medical education programming.
- Development of an Education Agenda (ED-genda) to drive AMSA's endeavors of curricular reform.
- Consult in the implementation of the Curricular Reform Leadership Institute (CRLI) and Training Tomorrow's Teachers Today Institute (T4) to engage more physicians-in-training in formal instruction in teaching and curriculum design.
- Develop formal ties with the Association of American Medical Colleges, American Osteopathic Association, Licensing Committee on Medical Education and Commission on Osteopathic College Accreditation through AMSA.
- Provide accessible, electronic curriculum on areas that are felt to be lacking in medical curriculum to physicians-intraining on the AMSA Medical Education website to engage both members and leaders in professional development.

Required Meetings for the 2013-2014 Leadership Year:

• Monthly webinars of the Executive Board of the Action Committees and Teams (mandatory)

• Monthly Medical Education Team webinars (self-scheduled, mandatory)

• Transition Breakfast & Orientation, National Convention, Washington, DC, Sunday, March 17, 2013 (mandatory)

Executive Board of Action Committees & Teams

- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-5, 2013(mandatory)**
- CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2013(optional)
- Fall Conferences, Locations TBA, Fall 2013 (optional)
- **National Convention, New Orleans, LA, March 2014 (mandatory)**