amsa
American Medical Student Association

Position Description: National Premedical 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 Premedical Leadership Chair specifically would benefit from having experience in project development, management, peer-to-peer advising, and teaching.
- 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 is responsible for the direct oversight and advisement of 6 coordinators.
3. Committee and Team Chairs are accountable to their 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 Premedical Leadership Team

To coordinate AMSA's yearly action items with AMSA's premedical membership. The Premedical Team functions to ensure that our members have access to high quality programming. We work to guarantee that there are adequate action opportunities for premedical members throughout the year. Our team members are responsible for ensuring that programming from our action committees is relevant and useful to our premedical members. In addition, the Team members are responsible for taking the materials created by the medical members of their respective committees and distilling it in an appropriately meaningful way for our premedical members. First and foremost, we are charged with guaranteeing that there are adequate action opportunities for premedical members throughout the year.

Goals of the Premedical Leadership Team

- Standard training opportunities will be available for the premedical team in the programming skills areas (policy, education, and grassroots)
- Premedical Representatives will become more fully integrated into the content committees
- Programming opportunities from each of the content areas will be available to premedical members with the same frequency and at roughly the same time that they are available to medical members.

Strategies of the Premedical Leadership Team

- The Premedical Team will work more closely with the Premedical Trustee and the Premedical Regional Directors to ensure that the programming needs of the premedical chapters are being addressed by the national premedical programming experts. In addition, this relationship will ensure that the programs developed by the Premedical Team are distributed to the premedical chapters.
- The Premedical Chair and Premedical Trustee will develop a coordinated approach by which to best represent the needs of the premedical membership to AMSA National, including the student fellows, the Board of Directors, and the Executive Board of the Action Committees and Teams.
- The Premedical Chair will work closely with the Education, Grassroots, and Policy Chairs to ensure that the Premedical Representatives receive the training needed in these skills areas to be able to create effective programming for AMSA's premedical membership.
- Work on legislation for the House of Delegates to ensure that premedical members are more fairly represented in AMSA's national arena.

Required Meetings for the 2013-2014 Leadership Year:

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

• Monthly Premedical Team webinars (self-scheduled, mandatory)

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

• Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-5, 2013(mandatory)

Executive Board of Action Committees & Teams

- 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)**