Position Title: International Trustee

Roles, Responsibilities and Objectives

1. Member, Board of Trustees - Employs skills in strategic organizational thinking, long-term planning, resource allocation, and advocacy to:
    - Inform the Board of the specific needs and priorities of the international membership.
    - Steward AMSA's resources and participate in all board-level decisions of the Association.
2. Chair, International Board of Regional Directors – Employs leadership, conflict management and motivational skills to:
    - Develop a work plan with each IRD in collaboration with staff at Building on Foundations.
    - Train, supervise, and advise the IRDs in their efforts to communicate with the AMSA medical chapters.
    - Communicate regularly with IRDs through group and individual outreach to ensure effective and appropriate information dissemination to chapter officers.
3. Representative of the International Caucus – Employs communication, negotiation and leadership skills to:
    - Serve as the spokesperson for AMSA's international membership.
    - Conduct chapter visits to the extent feasible.
4. Liaison to AMSA National staff – Employs communication skills to:
    - Communicate needs and resources between chapters and International Regional Directors and the national office staff
    - Work with national office staff to facilitate long term planning for membership activities.
5. Facilitator, New Membership Recruitment & Engagement – Employs organization, leadership, advanced planning to:
    - Work with staff, IRDs and other membership leaders to develop new member recruitment and engagement strategies.
    - Evaluate new member recruitment and engagement at the end of each year.
    - Encourage international chapter officer attendance at CORE Leadership Forums.
    - Ensure effective transition to the next IT.

Expectations & Accountability

1. The leadership term is one year and begins on May 1, 2013.
2. All leaders shall uphold the standards of conduct outlined in the National Leadership Handbook. Should a leader be unable to fulfill the duties outline

in this position description, s/he may be asked to resign or be dismissed from her/his position.

3. Leaders will be provided with training and support to fulfill position responsibilities. AMSA is a collaborative environment; feedback and ideas are always encouraged.
4. Travel, hotel and food are provided for mandatory meetings with the exception of National Convention.

2013-2014 Leadership Year Meetings:
• Monthly BOT webinars (mandatory)
• Monthly IRD webinars (self-scheduled, mandatory)
• Transition Breakfast & Board of Trustees Orientation, National Convention, Washington, DC, Sunday, March 17, 2013 (mandatory)
• Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-5, 2013 (mandatory)
• CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2013 (mandatory)
• Fall Conferences, Locations TBA, Fall 2013 (optional)
• Board of Trustees Meeting, Sterling, VA, September 2013 (mandatory)
• Board of Trustees Meeting, Sterling, VA, January 2014 (mandatory)
• National Convention, New Orleans, LA, March 2014 (mandatory)