Position Title: Premedical Trustee (PT)

Roles, Responsibilities and Objectives

1. Member, Board of Trustees – Employs skills in strategic organizational thinking, long-term planning, resource allocation and advocacy to:
    - Steward AMSA's resources and participate in all board-level decisions of the Association.
    - Inform the Board on the specific needs and priorities of the premedical membership.
2. Chair, Board of Premedical Regional Directors – Employs leadership, management, conflict negotiation skills to:
    - Maintain frequent communication with the president, executive director, fellows, premedical leadership team chair, medical and international membership boards, and national staff through regular conference calls and meetings.
    - Utilize AMSA's best available resources to provide support to, and serve as a liaison to premedical AMSA chapter officers and members.
    - Set and follow-up quarterly recruitment goals for PRDs to facilitate recruitment at the local level.
    - Administer the premedical budget and disbursement of funds therein.
    - Work with the Premedical Leadership Team Chair to design and propose premedical-specific programmatic offerings within AMSA Academy and to help coordinate Regional and National Conferences.
3. Representative of the Premedical Caucus – Employs communication, negotiation and leadership skills to:
    - Serve as the spokesperson for AMSA's premedical 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 Premed 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, PRDs 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 premed chapter officer attendance at CORE Leadership Forums.
    - Ensure effective transition to the next PT.

Expectations & Accountability

1. The leadership term is one year and begins on May 1, 2013.
2. The Premedical Trustee supervises premedical regional directors.
3. The PT is accountable to her/his peers on the Board of Trustees, as well as those s/he supports within the Board of Premedical Regional Directors and members of the Association
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 for 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 mandatory meetings, with the exception of National Convention.
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.

2013-2014 Leadership Year Meetings:

• Monthly BOT webinars (mandatory)
• Monthly PRD 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)