Position Title: National President

Roles, Responsibilities and Objectives

1. Chair, Board of Trustees (BOT) – Employs skills in strategic organizational thinking, long-term planning, resource allocation and advocacy to:
    - Steward AMSA's resources in accordance with the Association's strategic aspirations;
    - Prepare agenda for all BOT meetings;
    - Facilitate all BOT meetings;
    - Participate in Board-level decisions of the Association;
    - Research and help implement BOT directives in cooperation with appropriate parties;
    - Represent the needs and interests of the membership at large on the BOT.
2. Key organizational spokesperson for the Association – Employs communication skills to:
    - Respond to a variety of media requests about AMSA's priorities, programming and legislative agenda in coordination with Communications & Marketing;
    - Represents AMSA at various events including conferences, Hill meetings, chapter visits, partner/coalition meetings and fundraisers;
3. Key architect of National Convention – Employs skills in meeting planning and facilitation to:
    - Establish a conference theme and identify keynote speakers;
    - Facilitate programming abstract process with staff;
    - Plan special events in conjunction with staff including alumni reception and community service.
4. Senior elected officer of the Association – Employs skills in motivation and mediation to:
    - Advance AMSA's programming and legislative agenda among membership;
    - Respond to members' concerns and ideas;
    - Maintain timely and informative communication with members and leaders;
    - Promote healthy staff-leader-member relationships;
    - Encourage leaders at all levels of the Association;
    - Assist in conflict resolution among national leaders;
    - Serve as organizational liaison to key medical education and professional association partners;
    - Promote alumni and processional involvement in the Association for mentoring, development and content expertise;
    - Actively participates in member recruitment and engagement activities in coordination with the membership trio and staff including

conducting a minimum of six chapter visits during recruitment season.

5. Voting member of the Foundation Board of Directors – Employs management and communication skills to:
    - Serve as liaison between Association BOT and Foundation BOD;
    - Inform AMSA Foundation BOD of activities within the Association including opportunities for development, fundraising and external partnerships.
6. Ex officio member of all committees (except Nominations Committee) – Employs skills in advising and communication to:
    - Provide insight and expertise as needed to enhance AMSA's educational programming and member experience;
    - Support coordination between membership and programming committees.
7. Leader of IFMSA National Member Organization – Employs diplomacy skills to:
    - Coordinate activities of AMSA-USA at General Assembly meetings in cooperation with the Secretary General;
    - Promote IFMSA exchanges and programming opportunities among members;
    - Submits all IFMSA reports and dues payments in a timely fashion.
8. Member, Finance Subcommittee of the BOT - Employs analytical skills to:
    - Serve on the Finance Subcommittee of the BOT to develop and implement an investment policy for the Association;
    - Analyze detailed financial information on an ongoing basis and formulate recommendations for BOT consideration in collaboration with Raffa Wealth Management.

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.

2013-2014 Leadership Year Meetings:
• Monthly BOT webinars (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)**
- **Foundation Board of Directors Meetings, TBD (mandatory)**