Position Title: Secretary

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.
    - Provide historic context and intimate knowledge of AMSA's CBIA and PPP to inform Board decisions.
    - Represent all of AMSA's members to the BOT.
    - Draft and manage concise BOT meeting minutes.
2. Vice Chair, House of Delegates - Employs management, organizational and communication skills as well as knowledge of parliamentary procedure to:
    - Maintain AMSA's core documents in coordination with the VPIA through appropriate integration of newly passed resolutions and corresponding updates.
    - Select and train members of the Nominations, Reference and Credentials Committee in collaboration with the VPIA.
    - Plan and execute national leadership elections in coordination with the VPIA.
    - Organize the House of Delegates in cooperation with the VPIA, President and key staff.

Expectations & Accountability

1. The leadership term is a two year and begins on May 1, 2013. The National Secretary transitions to VPIA on May 1, 2014.
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(optional)
• 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)**