Position Title: Vice President for Membership

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.
    - Ensure the views of the Board of Regional Directors are represented.
2. Chair, Board of Regional Directors – Employs leadership, management, conflict negotiation skills to:
    - Develop a work plan with each BRD in collaboration with key staff.
    - Establish and monitor recruitment and engagement goals with BRDs.
    - Administers the medical membership budget in consultation with key staff.
    - Schedule and facilitate monthly conference calls with BRDs.
    - Assists in the planning and execution of CORE Leadership Forums in cooperation with staff and other national leaders.
    - Support leadership skills development of BRDs in collaboration with the VPLD through mentoring and mutual accountability.
3. Liaison to AMSA National staff – Employs communication skills to:
    - Communicate needs and resources between chapters and Regional Directors and the national office staff
    - Work with national office staff to facilitate long term planning for membership activities.
4. Facilitator, New Membership Recruitment & Engagement – Employs organization, leadership, advanced planning to:
    - Work with staff, BRDs 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 medical chapter officer attendance at CORE Leadership Forums.
    - Ensure effective transition to the next VPM including providing feedback.

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 BRD 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)