Position Title: Vice President for Programming Development (VPPD)

Roles, Responsibilities and Objectives

1. Voting member of the National Board of Trustees (BOT) - Employs skills in strategic organizational thinking, long-term planning, resource allocation, and advocacy to:
    - Update and guide the Board with regard to AMSA's mission-driven student programming work.
    - Steward AMSA's resources and participate in all board-level decisions of the Association.
    - Represent the needs of the leadership of the Action Committees & Teams, Steering Committees, Interest Groups, and other programming bodies to the Board of Trustees.
2. Co-Chair of the Executive Board of the Action Committees & Teams (ACT Exec) - Employs skills in meeting facilitation, advising, management, conflict resolution, planning, and organization to:
    - Support the Action Committee and Team Chairs as they plan and guide the work of their respective coordinators.
    - Oversee programming within AMSA including the work of the Action Committees & Teams, Steering Committees, Interest Groups, and all other programming bodies as an advisor and steward in cooperation with the VPLD.
    - Plan and facilitate ACT Exec monthly meetings in collaboration with the VPLD.
    - Serve as the steward of the programming budget and work with the Foundation and national office to pursue budget-relieving, sustainable funding sources for AMSA's mission-driven work.
    - Serve as the key person for program development within AMSA. Employs content expertise in evaluation metrics, deliverable goals, sustainability, and long-term planning for initiatives.
    - Plan and executes leadership training surrounding project development for the programming arm of the Association.

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 ACT Executive Board 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 (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)