Position Title: President-Elect

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 general membership.
2. Oversee AMSA's Annual Budget and Fiscal Resources – Employs skills in strategic planning and financial management to:
    - Administer the budget under the guidance of the BOT and in cooperation with the Executive Director and staff to ensure expenditures reflect AMSA's priorities.
    - Maintain a working knowledge of the budget.
    - Chairs the Finance Subcommittee and works closely with the Subcommittee and staff to address any financial issues that arise.
    - Report on the budget and status of accounts at each BOT in person meeting.
    - Assist in preparation of the budget for the fiscal year following his/her term.
    - Prepare and present an annual report to the HOD on the financial health of the Association.
3. Leadership Development – Employs organization, leadership, advanced planning to:
    - Serve as ex-officio member of all boards, committees, and campaigns in order to gather a working knowledge of the association.
    - Prepare work plan for upcoming presidential term in line with the strategic map of the association.
    - Determine platform issues for presidential term and prepare presentations/workshops on these topic areas.
4. New Membership Recruitment & Engagement – Employs organization, leadership, advanced planning to:
    - Plan and execute at least one chapter visit during the year and more as availability permits.
    - Assist in formulating the membership recruitment approach for the following year with relevant staff and national leaders.

Expectations & Accountability

1. The leadership term is a two year term and begins on May 1, 2014. The President Elect transitions to President on May 1, 2015.
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.

2014-2015 Leadership Year Meetings:

• Monthly BOT webinars (mandatory)
• Transition Breakfast & Board of Trustees Orientation, National Convention, New Orleans, LA, Sunday, March 9, 2014 (mandatory)
• Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-4, 2014 (mandatory)
• CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2014 (optional)
• Fall Conferences, Locations TBA, Fall 2014 (optional)
• Board of Trustees Meeting, Sterling, VA, September 2014 (mandatory)
• Board of Trustees Meeting, Sterling, VA, January 2015 (mandatory)
• National Convention, Washington, D.C,, March 2015 (mandatory)