

## **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, 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 with the exception of National Convention.

**2014-2015 Leadership Year Meetings:**

- **Monthly BOT webinars (mandatory)**
- **Monthly BRD webinars (self-scheduled, 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 (mandatory)**
- **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)**