

# Position Title: Premedical Regional Director

## Roles, Responsibilities and Objectives

1. Member, Board of Premedical Regional Directors (PRD) – Employs skills in strategic planning, teamwork, organization and communication to:
  - Attend and participate in all PRD conference calls and strategic planning discussions. If absence is anticipated from mandatory monthly meetings, all appropriate national leaders must be informed.
  - Works with other regional directors and the Premedical Trustee (PT) to address premedical membership recruitment and engagement issues within the Association.
2. Directs new member recruitment and engagement – Employs communication and motivation skills to:
  - Develop a work plan with the PT and key staff at Building on Foundations.
  - Implement a work plan throughout the year to strategically support member recruitment and engagement in the region.
  - Participate in mid-year check-in with PT to evaluate progress on work plan.
3. Assists in coordinating CORE Leadership Forum – Employs skills in communication, strategic planning, teamwork and networking to:
  - Work with the PT and key staff to plan chapter officer leadership weekends in June/July 2014.
  - Promote attendance of chapters/chapter officers at this important training meeting including but not limited to emails and phone calls.
4. Liaison between local chapters and national AMSA – Employs communication, problem-solving, motivation, networking skills to:
  - Assess and monitor the needs of the region.
  - Submit quarterly reports to PT regarding regional updates, membership growth, chapter development, recruitment efforts, etc.
  - Receive quarterly reports from chapter officers to assess growth and development and encourage accountability.
  - Communicate national opportunities and deadlines to chapters (and vice versa as appropriate).
  - Assist schools in founding AMSA chapters in the region.
  - Work with chapter officers to transition leadership and projects for the next year.
  - Facilitate year-end chapter assessments across the respective region.
  - Promote attendance at fall conferences and National Convention within region.
  - Supports communication between local chapters and programming leaders within the Association.

## 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 in-person meetings with the exception of National Convention.

**2014-2015 Leadership Year Meetings:**

- Monthly PRD webinars (**mandatory**)
- Periodic regional webinars for chapter officers (**self-scheduled**)
- Building on Foundations (All-Leadership Meeting), Sterling, VA, May 2-4, 2014 (**mandatory**)
- Virtual Participation in CORE Leadership Forums (Chapter Officer Training), Locations TBA, Summer 2014 (**mandatory**)
- Fall Conferences, Locations TBA, Fall 2014 (optional)
- Chapter visits (in-person optional, **virtual visits mandatory**)
- National Convention, Washington, DC, February 26- March 1, 2015 (**mandatory**)