

Purpose of the Academy Chair Position

The American Medical Student Association (AMSA) Academy Chair is a national Chair position that is responsible for managing the programs within the AMSA Academy and more specifically the Scholars Programs and Leadership Course(s). The Academy Chair is responsible for finding and preparing course directors, developing a marketing campaign, and improving the SPs and LC(s) for the next year.

A qualified candidate is an individual with previous leadership or managerial experience and preferably a teaching background or interest in education.

Responsibilities:

While there are other programs that can be incorporated within the AMSA Academy, the Academy Chair's main responsibility is the Scholars Programs (SP) and Leadership Course(s) (LC). To support the Scholars Programs and Leadership Course(s) and the corresponding course directors, the AMSA Academy Chair is responsible for:

- Confirming a course director and a vice director for each SP and LC prior to Building on Foundations (BOF), if possible
- Preparing course directors through:
 - Sharing the roles and responsibilities of the course director position with the course directors
 - Facilitating transition from previous course directors through continuation of year-long documentation and meetings
 - Arranging appropriate training(s) for course directors in skills such as curriculum design, course management, test question writing, student/speaker engagement, technology use, etc.
 - Providing templates for syllabus development, course description, online course interface, and email correspondence with possible guest speakers
 - Utilizing asynchronous communication with occasional meetings to discuss course development progress, course updates, and feedback
 - Creating and maintaining a timeline for development and execution of SP/LCs
 - Providing mentorship to the course directors
 - Connecting course directors with relevant Action Committees & Teams (ACT) leaders and AMSA Staff
- Developing a marketing campaign that includes:
 - Emails to the membership at predetermined intervals
 - Emails to the national leaders and regional directors
 - Social media posts that include videos of testimonials from both course directors and scholars
 - Encouragement of course directors to utilize personal social media, on-campus clubs/groups, and listservs to help advertise the AMSA Academy
- Regularly communicating with those the Academy Chair reports to through:

- Monthly meetings with the President, Vice President of Program Development, Executive Director, and Senior Manager of Programming prior to the start of registration
- Emails/calls after the start of registration until the end of registration
- Including the President, Vice President of Program Development, Executive Director, and Senior Manager of Programming on all emails pertaining to the SPs and LC(s)
- Attending ACT Executive Board meetings as a national Chair
- Improving the SPs and LC(s) through:
 - Implementing evaluations at the conclusion of the programs and sharing feedback to the next year's course directors, President, Vice President of Program Development, Executive Director, and Senior Manager of Programming
 - Analyzing session quizzes to determine the success of individual sessions and evaluating which sessions/speakers should be included in the next year
 - Encouraging year-long documentation by the course directors that includes speaker contacts, curricula, evaluations, resources used throughout the course, etc.
 - Creating and maintaining a master curriculum for the Academy as a whole to ensure there is little overlap between SPs

Relationships:

The Academy Chair reports directly to the Vice President of Program Development, but has significant correspondence with the AMSA President, Executive Director, and Senior Manager of Programming throughout the design, implementation, and improvement phases of the AMSA Academy.

Skills:

- Effective communication
- Team player
- Able to teach others
- Organized
- Flexible
- Self-motivated
- Delegation
- Reliable
- Able to provide and receive feedback
- Confident decision maker
- Conflict management

Important Requirements:

1. One chapter visit per leadership year (in person or virtual) – does not have to be home chapter
2. Must recruit 5 new members over the course of the leadership year
3. If the above 2 are not fulfilled, then funding for Convention accommodations will be withheld

Meetings for National Chairs

Required Meetings for the 2017-2018 Leadership Year:

- Action Committees and Teams Executive Board meetings (online, 1x/month)
- SP/LC leader meetings (online, 1-2x/month)
- Building on Foundations leadership training & planning meeting (Sterling, VA, May 18-21, 2017)
- National Convention (Washington, DC, March 8-11, 2018)

Encouraged Meetings for the 2017-2018 Leadership Year:

- Chapter Officer Recruitment and Engagement (CORE) trainings (online, summer 2017, dates TBD)
- Fall Conferences (location TBD, fall 2017, dates TBD)

Roles of the National Chairs

1. Leadership of AMSA

Action Committees & Teams (ACT) Chairs are national leaders of AMSA and members of the Action Committees & Teams Executive Board (ACTE). Particularly in their content area, Chairs will utilize and develop skills in leadership to...

- Represent AMSA's mission and work to our members, our partners, and the public.
- Work effectively and responsibly with members, leaders, and staff.
- Build the organization by refining our principles and operations, inspiring members and leaders, and strengthening AMSA's presence.
- Develop strategic plans for AMSA's programming and advocacy goals.
- Organize and facilitate work across the organization.

2. Representative of their committee/team

ACT Chairs serve as content experts and representatives of their group to ACTE and to the organization. Particularly in their content area, they will utilize and develop skills in research and communication to...

- Build knowledge in their content area, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.
- Maintain documentation for the reference of members, leaders, or staff.
- Provide consultation for members, leaders, or staff as needed.
- Assess and revise AMSA's principles, primarily through resolutions.
- Facilitate work between their group and other members, leaders, or staff.
- Provide perspective from their group to the ACTE.

3. Leadership of committee/team

ACT Chairs are the direct leaders of their SP/LC leaders. Particularly in their content area, Chairs will utilize and develop skills in leadership to...

- Support the work of leaders by facilitating meetings, developing communication and work plans, identifying gaps and resources, providing content feedback.
- Support their leaders in personal and professional growth by providing advice, giving personal feedback, fostering strengths, improving weaknesses, teaching skills.
- Maintain accountability for coordinators to serve responsibly in the organization and to produce deliverables that contribute to the organization.
- Maintain existing and explore new partnerships pertinent to the committee/team's goals.
- Ensure sustainability of AMSA Academy by maintaining organization and documentation of the committee/team's work and ensuring the successful recruitment and transition of future leaders.
- Developing long-term goals in the form of strategic 3-year plans that are assessed and re-evaluated at the beginning of the year based on progress, feasibility, and value.

Expectations & Accountability of National Chairs

1. The term of an ACT Chair is one year beginning on May 1 and ending April 30 of the following year. A transition period begins after the chair is elected (end of national convention) until the beginning of the term, during which the incoming Chair will work closely with the outgoing Chair to learn about the position and the work of the committee/team.

2. This chair is responsible for the direct oversight and advisement of the SP/LC leaders; as of 2015-2016, there were 13 SP/LCs.

3. ACT Chairs are accountable to their peers on the ACTE and to their coordinators. They are directly overseen and supported by the Vice President for Leadership Development and the Vice President for Programming Development.

4. All leaders shall uphold the expectations and standards of conduct outlined in the National Leadership Handbook. Involvement in AMSA is a serious commitment, and should a leader be unable to fulfill the duties as outlined in this position description and the National Leadership Handbook, s/he may be asked to resign or be dismissed from her/his position.

5. Deadlines will be provided with sufficient lead time for successful completion. It is expected that deadlines be met and extensions requested prior to lapse of a deadline in order to continue participating in AMSA.

6. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings, with the exception of National Convention.

7. Leaders can expect sufficient training and support to complete all duties and tasks asked of them. AMSA is a collaborative environment, and ideas and feedback are always encouraged and considered.

8. Leaders will be expected to establish contact with their respective incoming local Chapter Officers following Building on Foundations within the first month of their school calendar, in order to explain their role in national AMSA and to assist officers with chapter transition. They will also attempt to attend both the chapter's tabling events and initial recruitment meeting. Leaders will also have the option of coordinating with the national membership team to plan visits to neighboring chapters and to ideally cultivate those visits before the beginning of the neighboring chapter's school calendar.