

Position Title: International Trustee

Roles, Responsibilities and Objectives

1. Member, Board of Trustees - Employs skills in strategic organizational thinking, long-term planning, resource allocation, and advocacy to:
 - Inform the Board of the specific needs and priorities of the international membership.
 - Steward AMSA's resources and participate in all board-level decisions of the Association.
2. Chair, International Board of Regional Directors – Employs leadership, conflict management and motivational skills to:
 - Develop a work plan with each IRD in collaboration with staff at Building on Foundations.
 - Train, supervise, and advise the IRDs in their efforts to communicate with the AMSA medical chapters.
 - Communicate regularly with IRDs through group and individual outreach to ensure effective and appropriate information dissemination to chapter officers.
3. Representative of the International Caucus – Employs communication, negotiation and leadership skills to:
 - Serve as the spokesperson for AMSA's international membership.
 - Conduct chapter visits to the extent feasible.
4. Liaison to AMSA National staff – Employs communication skills to:
 - Communicate needs and resources between chapters and International Regional Directors and the national office staff.
 - Work with national office staff to facilitate long term planning for membership activities.
5. Facilitator, New Membership Recruitment & Engagement – Employs organization, leadership, advanced planning to:
 - Work with staff, IRDs 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 international chapter officer attendance at CORE Leadership Forums.
 - Ensure effective transition to the next IT.

Expectations & Accountability

1. The leadership term is one year and begins on May 1, 2017.
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.

Additional Important Requirements:

1. One chapter visit per semester (in person or virtual) – does not have to be home chapter.
2. Must recruit 10 new members throughout the course of the leadership year.
3. Must fundraise \$50 annually.
4. If the above 3 are not fulfilled, then funding for Convention accommodations will be withheld.

2017-2018 Leadership Year Meetings:

- Monthly BOT webinars (**mandatory**)
- Monthly IRD webinars (**self-scheduled, mandatory**)
- Building on Foundations (All-Leadership Meeting), Sterling, VA, May 18-21, 2017 (**mandatory**)
- CORE Leadership Forums (virtual Chapter Officer Training), Summer 2017 (**mandatory**)
- Chapter visits (**in-person and/or virtual, strongly suggested**)
- Fall Conferences, Locations TBA, Fall 2017 (**suggested**)
- Board of Trustees Meeting, Sterling, VA, September 2017 (**mandatory**)
- Board of Trustees Meetings, Sterling, VA, January 2018 (**mandatory**)
- National Convention, Washington, DC., March 7-11, 2018 (**mandatory**)