

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 following election. The President Elect transitions to President on May 1 the following year.
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**)
- Building on Foundations (All-Leadership Meeting), Sterling, VA, May 18-21, 2017 (**mandatory**)
- CORE Leadership Forums (virtual Chapter Officer Training), Summer 2017 (**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**)

Position Title: National President

Roles, Responsibilities and Objectives

1. Chair, Board of Trustees (BOT) – Employs skills in strategic organizational thinking, long-term planning, resource allocation and advocacy to:
 - Steward AMSA's resources in accordance with the Association's strategic aspirations;
 - Prepare agenda for all BOT meetings;
 - Facilitate all BOT meetings;
 - Participate in Board-level decisions of the Association;
 - Research and help implement BOT directives in cooperation with appropriate parties;
 - Represent the needs and interests of the membership at large on the BOT.
2. Key organizational spokesperson for the Association – Employs communication skills to:
 - Respond to a variety of media requests about AMSA's priorities, programming and legislative agenda in coordination with Communications & Marketing;
 - Represents AMSA at various events including conferences, Hill meetings, chapter visits, partner/coalition meetings and fundraisers;

3. Key architect of National Convention – Employs skills in meeting planning and facilitation to:
 - Establish a conference theme and identify keynote speakers;
 - Facilitate programming abstract process with staff;
 - Plan special events in conjunction with staff including alumni reception and community service.
4. Senior elected officer of the Association – Employs skills in motivation and mediation to:
 - Advance AMSA’s programming and legislative agenda among membership;
 - Respond to members’ concerns and ideas;
 - Maintain timely and informative communication with members and leaders;
 - Promote healthy staff-leader-member relationships;
 - Encourage leaders at all levels of the Association;
 - Assist in conflict resolution among national leaders;
 - Serve as organizational liaison to key medical education and professional association partners;
 - Promote alumni and professional involvement in the Association for mentoring, development and content expertise;
 - Actively participates in member recruitment and engagement activities in coordination with the membership trio and staff
5. Voting member of the Foundation Board of Directors – Employs management and communication skills to:
 - Serve as liaison between Association BOT and Foundation BOD;
 - Inform AMSA Foundation BOD of activities within the Association including opportunities for development, fundraising and external partnerships.
6. Ex officio member of all committees – Employs skills in advising and communication to:
 - Provide insight and expertise as needed to enhance AMSA’s educational programming and member experience;
 - Support coordination between membership and programming committees.
7. Leader of IFMSA National Member Organization – Employs diplomacy skills to:
 - Coordinate activities of AMSA-USA at General Assembly meetings in cooperation with the Advisory Committee leadership;
 - Submits all IFMSA reports and dues payments in a timely fashion.
8. Member, Finance Subcommittee of the BOT - Employs analytical skills to:
 - Serve on the Finance Subcommittee of the BOT to review finance documents such as investment policies for the Association and ensure that they are in-line with AMSA’s policies;
 - Analyze detailed financial information on an ongoing basis and formulate recommendations for BOT consideration
 - Collaborating with the other members of the Finance Subcommittee to prepare the budget for the fiscal year following his/her term.

Expectations & Accountability

1. The leadership term is the second year of a two year term and begins on May 1 when the President Elect transitions to National President.
2. The national president shall work primarily from the AMSA home office, currently

located in Sterling, Virginia, but will also work within Washington, DC and travel domestically and internationally as needed to fulfill the obligations of the position.

3. 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.
4. Leaders will be provided with training and support to fulfill position responsibilities. AMSA is a collaborative environment; feedback and ideas are always encouraged.
5. The national president shall be provided with a budget for travel and participation in meetings and leadership development. They are responsible for adherence to all appropriate financial practices and ensuring that their expenditures remain within the budget allotments.