

Position Title: Secretary/Vice President for Internal Affairs

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.
 - Provide historic context and intimate knowledge of AMSA's CBIA and PPP to inform Board decisions.
 - Represent all of AMSA's members to the BOT.
 - Draft and manage concise BOT meeting minutes.
2. Vice Chair, House of Delegates - Employs management, organizational and communication skills as well as knowledge of parliamentary procedure to:
 - Maintain AMSA's core documents in coordination with the VPIA through appropriate integration of newly passed resolutions and corresponding updates.
 - Select and train members of the Nominations, Reference and Credentials Committee in collaboration with the VPIA.
 - Plan and execute national leadership elections in coordination with the VPIA.
 - Organize the House of Delegates in cooperation with the VPIA, President, President Elect, and key staff.
3. 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 ensuring 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 a two year and begins on May 1, 2017. The National Secretary transitions to VPIA on May 1, 2018.
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.

2017-2019 Leadership Year Meetings:

- Monthly BOT webinars (**mandatory**)
- Building on Foundations (All-Leadership Meeting), Sterling, VA, May 18-21, 2017 & dates for May 2018 are TBD (**mandatory**)
- CORE Leadership Forums (virtual Chapter Officer Training), Summer 2017 & 2018 (**suggested**)
- Fall Conferences, Locations TBA, Fall 2017 & 2018 (**suggested**)
- Board of Trustees Meeting, Sterling, VA, September 2017 & 2018 (**mandatory**)
- Board of Trustees Meetings, Sterling, VA, January 2018 & 2019 (**mandatory**)
- National Convention, Washington, DC., March 7-11, 2018 & dates for 2019 are TBD (**mandatory**)