

Position Title: Vice President for Leadership Development

Roles, Responsibilities and Objectives

1. Member, Board of Trustees – Employs skills in strategic organizational thinking, long-term planning, resource allocation and advocacy to:
 - Update and guide the Board with regard to AMSA’s mission-driven programming work.
 - Steward AMSA’s resources and participate in all board-level decisions of the Association.
 - Communicate the needs of the leadership of the Action Committee & Teams, Interest Groups and other programming bodies to the Board of Trustees.
2. Vice Chair, Executive Board of the Action Committees & Teams (ACT Exec) –Employs skills in meeting facilitation, advising, management, conflict resolution and planning to:
 - Support the Action Committee and Team Chairs as they plan and guide the work of their respective coordinators.
 - Assist with the programming arm of AMSA including all of the Action Committee & Teams, Interest Groups and other programming bodies as advisor and steward.
 - Plan and facilitate ACT Exec monthly meetings in collaboration with the VPPD.
3. Leadership Development & Conflict Resolution – Employs negotiation and mediation skills to:
 - Serve as the key point person for management of AMSA leadership conflicts.
 - Plan leadership skill training through Building on Foundations for all leaders in collaboration with Fellows and other national leaders.
 - Serve as a resource for all leaders with regard to leadership development.
 - Plan execute formal feedback and evaluations for all national leaders.
 - Oversee leadership awards for national leaders who excel in their positions.
 - Conduct evaluations of AMSA leadership programming in order to improve leaders’ experiences.
 - Works to better facilitate communication between membership and programming arms of the organization.
 - Collaborate with AMSA staff to create and update the National Leadership Handbook every year.

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 ACT Executive Board 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 (**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**)