

Position Title: Vice President for Membership

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.
 - Ensure the views of the Board of Regional Directors are represented.
2. Chair, Board of Regional Directors – Employs leadership, management, conflict negotiation skills to:
 - Develop a work plan with each BRD in collaboration with key staff.
 - Establish and monitor recruitment and engagement goals with BRDs.
 - Administers the medical membership budget in consultation with key staff.
 - Schedule and facilitate monthly conference calls with BRDs.
 - Assists in the planning and execution of CORE Leadership Forums in cooperation with staff and other national leaders.
 - Support leadership skills development of BRDs in collaboration with the VPLD through mentoring and mutual accountability.
3. Liaison to AMSA National staff – Employs communication skills to:
 - Communicate needs and resources between chapters and Regional Directors and the national office staff
 - Work with national office staff to facilitate long term planning for membership activities.
4. Facilitator, New Membership Recruitment & Engagement – Employs organization, leadership, advanced planning to:
 - Work with staff, BRDs 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 medical chapter officer attendance at CORE Leadership Forums.
 - Ensure effective transition to the next VPM including providing feedback.
 - Set a goal for the number of visits you would like to do as a team, with the RD's and on your own.

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 BRD 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**)
- 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**)