Position Title: Vice President for Programming Development

Roles, Responsibilities and Objectives

1. <u>Voting member of the National Board of Trustees (BOT)</u> - 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 student programming work.
   - Steward AMSA's resources and participate in all board-level decisions of the Association.
   - Represent the needs of the leadership of the Action Committees &Teams, Steering Committees, Interest Groups, and other programming bodies to the Board of Trustees.
2. <u>Chair of the Executive Board of the Action Committees & Teams (ACTE exec)</u> - Employs skills in meeting facilitation, advising, management, conflict resolution, planning, and organization to:
   - Support the Action Committee and Team Chairs as they plan and guide the work of their respective coordinators.
   - Oversee programming within AMSA including the work of the Action Committees & Teams, Steering Committees, Interest Groups, and all other programming bodies as an advisor and steward in cooperation with the VPLD.
   - Plan and facilitate ACT Exec monthly meetings in collaboration with the VPLD.
   - Serve as the steward of the programming budget and work with the Foundation and national office to pursue budget-relieving, sustainable funding sources for AMSA's mission-driven work.
   - Serve as the key person for program development within AMSA. Employs content expertise in evaluation metrics, deliverable goals, sustainability, and long-term planning for initiatives.
   - Plan and executes leadership training surrounding project development for the programming arm of the Association.

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)**
- 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)**