**Position Title: Vice-Chair/Chair for the Advisory Council to IFMSA**

**Roles, Responsibilities and Objectives of Vice-Chair (Year 1)**

1. Assistant Administrative Officer for AMSA-USA with respect to IFMSA activities.
	* Organize the AMSA-USA delegation to IFMSA General Assemblies in coordination with the National President, Chair and IFMSA Advisory Council
	* Monitor IFMSA listservs and communicate IFMSA opportunities to relevant AMSA-USA leaders.
	* Facilitate representation of AMSA-USA programming in IFMSA in cooperation with AMSA Action Committees, Teams and other programming bodies.
	* Ensure NMO information is updated in coordination with the IFMSA Chair.
	* Coordinate timely submission of reports to IFMSA Standing Committees by AMSA-USA.
	* Prepare IFMSA required reports including NMO reports and post-GA reports to the BOT in cooperation with the IFMSA Chair.
	* Assist in preparing IFMSA policy statements and AMSA-USA’s position on proposed IFMSA policy statements in collaboration with the National President, President-elect, IFMSA Chair and Advisory Council.
2. Assistant Chair, IFMSA Advisory Council
	* Participate in Advisory Council meetings.
	* Prepare and manage concise Advisory Council meeting minutes.

**Roles, Responsibilities and Objectives of Chair (Year 2)**

1. Administrative Officer for AMSA-USA with respect to IFMSA activities.
	* Organize the AMSA-USA delegation to IFMSA General Assemblies in coordination with the National President, Vice-Chair, and IFMSA Advisory Council
	* Monitor IFMSA listservs and communicate IFMSA opportunities to relevant AMSA-USA leaders
	* Oversee and coordinate representation of AMSA-USA programming in IFMSA in cooperation with AMSA Action Committees, Teams and other programming bodies.
	* Oversee voting right status and serve as the voting member of the NMO at IFMSA General Assemblies.
	* Ensure NMO information is updated in coordination with the IFMSA Vice-Chair.
	* Coordinate timely submission of reports to IFMSA Standing Committees by AMSA-USA.
	* Prepare IFMSA required reports including NMO reports and post-GA reports to the BOT in cooperation with the IFMSA Vice-Chair.
	* Coordinate the preparation of IFMSA policy statements and AMSA-USA’s position on proposed IFMSA policy statements in collaboration with the National President, President-elect, IFMSA Vice-Chair and Advisory Council.
2. Chair, IFMSA Advisory Council
	* Coordinate and Lead Advisory Council meetings
	* Oversee the actions of all Council members.
	* Oversee training of Vice-Chair for transition to Chair.

**Expectations & Accountability**

1. The leadership term for the Assistant Secretary General is the first year of a two-year term and begins on May 1, 2016.
2. All leaders shall uphold the standards of conduct outlined in the National Leadership Handbook. Should a leader be unable to fulfill the duties outlined 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 except for IFMSA General Assemblies. For GAs, limited support may be available in the form of full or partial registration waivers, although this support is not guaranteed.

**2016-2017 Leadership Year Meetings:**

* **Monthly Advisory Council webinars** (**mandatory**)
* **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 22-24 2015 (mandatory)**
* CORE Leadership Forums (Chapter Officer Training), Summer 2016 (optional)
* **IFMSA General Assembly, Location TBD, August 2016 (mandatory)**
* Fall Conferences, Locations TBA, Fall 2016 (optional)
* PAMSA Regional Meeting, Location TBD, January 2017 (optional)
* **IFMSA General Assembly, Location TBD, March 2017 (mandatory)**
* National Convention, Washington, DC, March 2017 (optional)