

Position Title: Graduate Trustee

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 that the needs and interests of the Graduate Caucus are represented on the BOT.
2. Coordinates Alumni Membership Activities with the National Office – Employs skills in meeting facilitations, advising, management and conflict resolution to:
 - Support the Graduate Caucus and alumni participation in Association programming.
 - Develop strategies to improve the alumni and resident membership experience.
 - Ensure continuity of communication with alumni and resident members of the Association.
3. Architect, Alumni Engagement Program – Employs project planning and evaluation skills to:
 - Build the alumni and resident networks as part of the Alumni Engagement Program.
 - Work with staff to develop and execute the Alumni Engagement Program.

Expectations & Accountability

1. The leadership term is two years and begins on May 1, 2016 until April 30, 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 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 with the exception of National Convention.

2016-2018 Leadership Meetings:

- **Monthly BOT webinars (mandatory)**
- **Transition Breakfast & Board of Trustees Orientation, National Convention, Washington, DC., March 31–April 3, 2016 & February 23–26, 2017 (strongly suggested)**
- **Building on Foundations (All-Leadership Meeting), Sterling, VA, May 26-29, 2016 & dates for 2017 are TBD (mandatory)**
- **CORE Leadership Forums (virtual Chapter Officer Training), Summer 2016 & 2017 (suggested)**
- **Fall Conferences, Locations TBA, Fall 2016 & 2017 (suggested)**
- **Board of Trustees Meeting, Sterling, VA, September 2016 & 2017 (mandatory)**
- **Board of Trustees Meetings, Sterling, VA, January 2017 & 2018 (mandatory)**

- **National Convention, Washington, DC., February 23-26, 2017 & dates for 2018 are TBD (mandatory)**