

Purpose of the Professional Development Team

The Professional Development (PD) Team is responsible for the professional development of AMSA members and leaders in their skill areas of education, advocacy, and training. The PD team is also responsible for the organizational support of AMSA's education efforts, advocacy efforts, and trainee development.

Role of the Advocacy Development Coordinator on the Professional Development Team

The Advocacy Development Coordinator is responsible for the professional development of AMSA members and leaders in their skill area of advocacy. Toward this goal, the Advocacy Development Coordinator is similar to the Programming Coordinators in that they will develop programming for members and leaders that support professional development in advocacy skills. Advocacy development topics include but are not limited to grassroots organizing, engagement and mobilization, social media utilization, messaging, action alerts, letter writing. The Advocacy Development Coordinator is also responsible for support of the Advocacy Coordinators across the Action Committees & Teams. This support includes but is not limited to providing feedback, arranging appropriate skills training, facilitating collaboration across committees, fostering standardization and documentation, innovating advocacy design/delivery, enhancing membership engagement through advocacy, developing evaluation methods and collecting data.

Note that the Advocacy Coordinators will remain under the direction of their respective Chair, and the Advocacy Development Coordinator will serve in a supportive/consulting role to the Advocacy Coordinators.

The Advocacy Development Coordinator will be responsible for contacting, consulting, and collaborating with the leaders of the Advocacy Leadership Course.

The Advocacy Development Coordinator will be responsible for assisting in the planning and execution of Advocacy Day or Lobby Day if needed.

Meetings for National Coordinators

Required Meetings for the 2017-2018 Leadership Year:

- Committee meetings (online, 1-2x/month)
- Building on Foundations leadership training and planning meeting (Sterling, VA, May 19-21, 2017)

Encouraged Meetings for the 2017-2018 Leadership Year:

- Chapter Officer Recruitment and Engagement (CORE) trainings (online, summer 2017, dates TBD)
- Fall Conferences (location TBD, fall 2017, dates TBD)
- National Convention (Washington, DC, March 8-11, 2018)

Role of National Programming Coordinators

1. Leadership of AMSA

Programming Coordinators serve as national leaders of AMSA. Particularly in their content area, they will utilize and develop skills in leadership to...

- Represent AMSA's mission and work to our members, our partners, and the public.
- Work effectively and responsibly with members, leaders, and staff.
- Build the organization by refining our principles and operations, inspiring members and leaders, and strengthening AMSA's presence.

2. Content expertise

Programming Coordinators serve as content experts for AMSA. Particularly in their content area, they will utilize and develop skills in research and communication to...

- Build knowledge in their content area, including past/current events, up-to-date terminology or practices, resources, experts, AMSA's principles, etc.
- Document knowledge for the reference of members, leaders, or staff.
- Provide consultation for members, leaders, or staff.
- Critically assess and revise AMSA's principles, primarily through resolutions.

3. Programming development

Programming Coordinators work to design, develop, and execute various elements of AMSA's programming. Programming includes but is not limited to in-person events (conferences, symposia, institutes), online events (webinars, scholars programs, discussion groups), or educational materials (slides, audio/video, letters). Particularly in their content area, they will utilize and develop skills in programming to...

- Continue sustaining projects and create new programming projects.
- Identify gaps in physician training as opportunities for programming.
- Promote programming opportunities to membership.
- Assess the effectiveness of AMSA programming and areas for improvement.
- Collaborate with members, leaders, or staff in the development of AMSA programming.
- Maintain relationships with partnership organizations for AMSA, and identify or connect with new partners, particularly toward collaborative programming efforts.
- Engage members regularly in programming efforts.
- Support members in their own programming efforts.

Expectations & Accountability of National Development Coordinators

1. The term of Coordinator is one year beginning on May 1 and ending April 30 of the following year. A transition period begins after the coordinator is chosen/notified until the beginning of the term, during which the incoming coordinator will work closely with the outgoing coordinator to learn about the position and the work of the committee/team.
2. Coordinators serve on a committee/team and have oversight from their respective Chair. In addition, they will be supported by the Vice President for Leadership Development and the Vice President for Programming Development.
3. All leaders shall uphold the expectations and standards of conduct outlined in the National Leadership Handbook. Involvement in AMSA is a serious commitment, and should a leader be unable to fulfill the duties as outlined in this position description and the National Leadership Handbook, s/he may be asked to resign or be dismissed from her/his position.
4. Deadlines will be provided with sufficient lead time for successful completion. It is expected that deadlines be met and extensions requested prior to lapse of a deadline in order to continue participating in AMSA.
5. Travel (transportation to and from the meeting), hotel, and food are provided at required meetings.
6. Leaders can expect sufficient training and support to complete all duties and tasks asked of them. AMSA is a collaborative environment, and ideas and feedback are always encouraged and considered.
7. Leaders will be expected to establish contact with their respective incoming Chapter Officers following Building on Foundations within the first month of their school calendar, in order to explain their role in national AMSA and to assist officers with chapter transition. They will also attempt to attend both the chapter's tabling events and initial recruitment meeting. Leaders will also have the option of coordinating with the national membership team to plan visits to neighboring chapters and to ideally cultivate those visits before the beginning of the neighboring chapter's school calendar.