

Position Description: Membership Director

Updated 03/05/2020

Position description

The Membership Director is responsible for bringing AMSA's programming and educational opportunities to the general membership and for building AMSA at the chapter level. Membership Directors will attend meetings of the Action Committee and Campaign leadership and will meet with key programming staff and the AMSA Fellow(s) to keep up-to-date on AMSA's advocacy initiatives and the programming and educational opportunities available. The Membership Director will work with local AMSA chapters and Chapter Officers to promote this information to the general membership and increase engagement and attendance at AMSA National initiatives and events.

Term and transition

The term of a Membership Director (MD) is one year, **subject to the dates that were outlined in the National Leadership Agreement**. Before the term begins, however, a transition period starts immediately after the MD is elected at the Annual Convention.

Common responsibilities for Membership Directors

Membership Directors employ skills in strategic planning, teamwork, and organization to:

- Develop a work plan with the national leaders and key staff at the national leadership training, Building on Foundations.
- Implement the work plan throughout the year to strategically support member recruitment and engage with AMSA chapters.
- Participate in a mid-year check-in with the key Board members to evaluate chapters and progress on the work plan.
- Assist in coordinating Chapter Officer Training
- Work with key Board members and staff on recruiting chapter officers for every chapter
- Encourage Chapter Officers to participate in the online Chapter Officer Training
- Act as liaison between the local chapters and national AMSA
- Promote the work of AMSA's Action Committees and Campaigns to local leadership and members
- Support communication between local chapters and programming leaders within the Association.

Detailed responsibilities for Membership Directors

- Connect with Chapter Officers to engage active chapters and rebuild inactive chapters
 - MDs will work with appropriate national leaders and AMSA staff to connect with active local chapter leaders and to find contacts at inactive chapters starting immediately after BOF.
- Chapter officer onboarding and training
 - MDs will work closely with staff to recruit and train local chapter leadership. Responsibilities will include:

- Serve as the face of email to chapter leadership
 - Respond to inquiries and replies from chapter leadership
 - Phone calls to new local chapter leadership
 - Lead chapter officer training sessions and recordings
 - Host quarterly regional chapter officer calls
- Chapter engagement
 - MDs will work with the key Board members and staff to create and distribute a monthly chapter officer newsletter
 - MDs will engage local chapters and connect local leadership to national programming leaders to help chapters host advocacy days and other virtual and/or in-person events driven by the national office
 - Promote annual membership survey

Additional requirements and responsibilities

- Must be an active AMSA member in the membership category the Director is serving, e.g. a student in medical school in the US will serve as a Domestic Medical Membership Director.
- AMSA membership is required.
- **Submit a mid-year report by November 15, and the end-of-year report by April 1.** Reports are submitted to the International Trustee.
- Use Chapter Diary to take information on a chapter by chapter basis, in regard to how a chapter is doing with their member engagement, as well as what interests the chapter has and what they events they did over the year. This will be used for the incoming IMD and International Trustee.
- Conduct virtual or in-person chapter visits with every chapter that we are actively in communication with. If you are not able to attend a call due to scheduling conflicts, you must still work to communicate and build a relationship with that chapter.
- **Work with other national leaders in the competition to recruit new members.** Individual recruitment of at least five new members during the leadership year is strongly encouraged.
- **Required meeting attendance**
 - All IMD conference calls and strategic planning discussions. Including but not limited to monthly IMD virtual meetings. If the absence is anticipated from mandatory monthly meetings the International Trustee must be informed.
 - Building on Foundations national leadership training and planning meeting, **June 18-21, 2020** (in-person, location TBA. Date subject to change.)
 - Annual Convention, **February 4-7, 2021** (in-person, Washington, D.C.)
 - Travel, hotel, and food are provided for mandatory in-person meetings (with the exception of the National Convention) with some restrictions.