Position Description: Vice President for Leadership Development

Updated 12/15/2019

Board of Trustees overview

Members of the Board of Trustees employ 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.

Position description

The Vice President for Leadership Development (VPLD) is one of two trustees elected to represent the needs and interests of AMSA's programming arm including the Action Committees and Teams, the Interest Groups, and other bodies carrying out AMSA's mission-driven work. This Trustee focuses on the cultivation of high-quality student leadership through training and professional development activities.

Term and transition

The term of the VPLD is one year, subject to the terms outlined in the leadership agreement. Before the term begins, however, a transition period starts immediately after the VPLD is elected at the Annual Convention. During this transition period, the incoming VPLD will work closely with the outgoing VPLD to learn about the position and the work of the Board of Trustees.

Responsibilities as a BOT member

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.
- Communicate the needs of the leadership of the Action Committee & Teams,
Interest Groups and other programming bodies to the Board of Trustees.

As vice chair of the Executive Board of the Action Committees & Teams (ACTE), 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.
- Assist with the programming arm of AMSA including all of the Action Committee & Teams, Interest Groups and other programming bodies as advisor and steward.
- VPLD and VPPD will work with AMSA Staff members on actionable items that can then be employed by the membership team for chapters to engage in.
- Plan and facilitate ACT Exec monthly meetings in collaboration with the VPPD.

In leadership development and conflict resolution, employs negotiation and mediation skills to:

- Work to better facilitate communication between the membership and programming arms of the organization.
- Serve as the key point person for management of AMSA leadership conflicts.
- Plan AMSA National leadership skill training for all leaders in collaboration with Fellows and other national leaders.
- Conduct evaluations of AMSA national leadership skill training in order to improve leaders’ experiences.
- Conduct evaluations of AMSA national leadership programming in order to improve leaders’ experiences.
- Oversee leadership awards for national leaders who excel in their positions.

Additional requirements and responsibilities

- **Must be a domestic medical member of AMSA.**
- **AMSA membership is required.**
- **Participate in three chapter visits during the leadership year, conducted in-person or virtually, minimum.**
- **Work with other national leaders in the competition to recruit new members.**
  Individual recruitment of 10-15 new members and 5-10 registrants to national convention during the leadership year is expected.
- **Submit a mid-year report by November 15, and the end-of-year report by April 1.** Reports are submitted to the National President.
- **Required meeting attendance**
  - Monthly BOT meetings (virtual & in-person)
  - Monthly PRD meetings
  - 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.
- May be asked to serve on Finance Subcommittee
- May be asked to serve on the AMSA Foundation Board of Directors