Position Description: Premedical Trustee

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 Premedical Trustee represents the concerns of premedical student membership and leadership as a member of the Board of Trustees. The Premedical Trustee will oversee the Board of Premedical Regional Directors and assist them in providing leadership and guidance to the premedical membership. The Premedical Trustee will also provide support in developing premedical programming throughout the year.

The Premedical Trustee must be a premedical member of the Association, and this position will be elected by the Premedical Caucus.

Term and transition

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

Responsibilities as a BOT member

- Inform the Board of the specific needs and priorities of the premedical membership.
- Document information that will facilitate a smooth transition for the following year.
- Provide semi-annual reports for BOT
Trustee Responsibilities as Chair, Premedical Board of Regional Directors

- Work with the VPM, VPM-elect and the International Trustee to lead the Premedical Regional Directors (PRDs) and ensure that PRDs conduct virtual or in-person chapter visits with every chapter in their region. It is encouraged that the PT be present on as many PRD/chapter visits, as possible and if the PRDs, are not completing their virtual/in-person/calls then the IT will be responsible for engaging in with all active premedical medical chapters.
- Develop a work plan with defined goals and expectations with each Premedical Regional Director (PRD) in collaboration with staff at Building on Foundations.
- Work with staff, PRDs and other membership leaders to develop new member recruitment and engagement strategies.
- Train, supervise, and advise the PRDs in their efforts to communicate with the AMSA chapters.
- Conduct monthly meetings with the Premedical Regional Directors to discuss goals, progress, and any updates or challenges.
- Assist in the development of chapter officer training materials in cooperation with the staff and other national leaders.
- Ensure that national opportunities are communicated to local chapters and that PRDs are using AMSA's best available resources to communicate with and provide support to and engage with AMSA chapter officers, chapters and members.
- Review the semi-annual and end of year reports from all PRDs.
- Maintain frequent communication with the National President and key staff and Fellows and communicate the needs of the chapters and PRDs to the office staff and Fellows.
- Provide support related to AMSA's premedical member presence on AMSA's social media channels, including but not limited to Facebook, Instagram, Twitter, and LinkedIn.
- Work with national office staff to facilitate long term planning for membership activities.
- Ensure effective transition to the next Premedical Trustee and PRDs.

Additional requirements and responsibilities

- **Must be a premedical 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 20-25 new members and 10-15 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.