Position Description: Vice President for Program 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 Program Development (VPPD) is one of two trustees elected to represent the needs and interests of AMSA's programming arm including the Action Committees and Teams, Interest Groups, and other bodies carrying out AMSA's mission-driven work. This Trustee focuses on the cultivation of high-quality projects and initiatives by maintaining a broad understanding of AMSA's mission and priorities and by training student leaders in methodologies to increase the success of our programs.

Term and transition

The term of the VPPD is one year, subject to the terms outlined in the leadership agreement. Before the term begins, however, a transition period starts immediately after the VPPD is elected at the Annual Convention. During this transition period, the incoming VPPD will work closely with the outgoing VPPD 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.
• Represent the needs of the leadership of the Action Committees & Teams, Steering
Committees, Interest Groups, and other programming bodies to the Board of Trustees.

As chair of the Executive Board of the Action Committees & Teams (ACTE), employs
skills in meeting facilitation, advising, management, conflict resolution, planning, and
organization to:

• Works to better facilitate communication between the membership and
programming arms of the organization.
• Support the Action Committee and Team Chairs as they plan and guide the work
of their respective coordinators.
• Oversee programming within AMSA including the work of the Action Committees
& Teams, Steering Committees, Interest Groups, and all other programming
bodies as an advisor and steward in cooperation with the VPLD.
• Plan and facilitate ACT Exec monthly meetings in collaboration with the VPLD.
• Serve as the key person for program development within AMSA. Employs content
expertise in evaluation metrics, deliverable goals, sustainability, and long term
planning for initiatives.
• 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 execute leadership training surrounding project development for the
programming arm of the Association.

Liaison to AMSA National staff – Employs communication skills to:

• Work with national office staff to facilitate long term planning for
programming activities.
• Participate in the planning of sessions, speakers and workshops related to
virtual programming opportunities, online resources, and/or in-person AMSA
events.

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