

Position Description: Secretary and Vice President for Internal Affairs

**This position is only available to active AMSA members enrolled in a domestic medical school as of May 1. A letter of good standing from the applicant's medical school is required.*

Board of Trustees overview

Members of the Board of Trustees (BOT) 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. The secretary and VPIA positions are voting members of the BOT.

Position description

**This is a two year term. In applying for this position, you will serve as the Secretary for one year and assume the role of Vice President for Internal Affairs the following year.*

The Vice President for Internal Affairs (VPIA) and the Secretary are responsible for all planning and oversight of the House of Delegates (HOD). They assure that all resolutions to be debated by the HOD are submitted to chapters well before Convention; they staff, train and oversee all committees (Reference, Credentials and Nominations) of the HOD; and they chair all sessions. They are intimately involved in the function of three Committees to the HOD, and they oversee the elections of the national officers at the convention.

The VPIA and Secretary also serve as members of the Board of Trustees (BOT). Because the Secretary/VPIA position is a two year term, the Secretary/VPIA brings continuity from one year to the next to the BOT, and their knowledge of the Preamble, Purposes and Principles (PPP) and AMSA's legislative functions makes them a great resource for information.

Term and transition

The term of the Secretary is one year, followed by a second one-year term as Vice President for Internal Affairs, **subject to the terms outlined in the leadership agreement**. Before the term begins, however, a transition period starts immediately after the Secretary is elected at the Annual Convention. During this transition period, the incoming Secretary will work closely with the outgoing Secretary 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:

- Steward AMSA's resources and participate in all board-level decisions of the Association.
- Provide historic context and intimate knowledge of AMSA's Constitution, Bylaws, and Internal Affairs (CBIA) and Preamble, Purposes and Principles (PPP) to inform Board decisions.
- Represent all of AMSA's members to the Board of Trustees (BOT).
- Draft and manage concise BOT meeting minutes as Secretary.
- Serve as the BOT's guide to Robert's Rules of Order during meetings.
- Manage the onboarding of incoming national leaders
- Document information that will facilitate a smooth transition for the following year.
- Other duties as assigned

As vice-chair and chair of the House of Delegates, employs management, organizational and communication skills as well as knowledge of the parliamentary procedure to:

- Maintain AMSA's core documents through appropriate integration of newly passed resolutions and corresponding updates.
- Select and train members of the Nominations, Reference, and Credentials Committee.
- Plan and execute national leadership elections in coordination with the national leadership and staff.
- Organize the House of Delegates in cooperation with the National President, President-Elect, and relevant national staff members. Secretary sits as Vice Chair to the House of Delegates and VP/IA sits as Chair to the House of Delegates.

When serving on the Finance Subcommittee, employs analytical skills to:

- Serve on the Finance Subcommittee of the BOT to review Finance documents such as investment policies for the Association and ensuring that they are in line with AMSA's policies.
- Analyze detailed financial information on an ongoing basis and formulate recommendations for BOT consideration.
- Collaborating with the other members of the Finance Subcommittee to prepare the budget for the fiscal year following their term.

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 30, 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)
 - Mandatory In-person Annual Convention
 - Building on Foundations national leadership training (virtual)
 - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.
- **Required to serve on Finance Subcommittee for one year, with option to serve second year**
- **May be asked to serve on the AMSA Foundation Board of Directors**