Position Description: International 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 International Trustee represents the concerns of the international medical student membership and leadership as a member on the Board of Trustees. The International Trustee will assist in providing leadership and guidance to the international membership throughout the year.

Term and transition

The term of the International 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 International Trustee will work closely with the outgoing International Trustee to learn about the position and the work of the international membership team.

Responsibilities as a BOT member

- Inform the Board of the specific needs and priorities of the international membership.
- Document information that will facilitate a smooth transition for the following year.
- Provide semi-annual reports for BOT

Trustee Responsibilities as Chair, International Board of Regional Directors

- Work with the VPM, VPM-elect and the Premedical Trustee to lead the International
Regional Directors (IRDs) and ensure that IRDs conduct virtual or in-person chapter visits with every chapter in their region. It is encouraged that the IT be present on as many IRD/chapter visits, as possible and if the IRDs, are not completing their virtual/in-person/calls then the IT will be responsible for engaging in with all active international medical chapters

- Develop a work plan with defined goals and expectations with each International Regional Director (IRD) in collaboration with staff at Building on Foundations.
- Work with staff, IRDs and other membership leaders to develop new member recruitment and engagement strategies.
- Train, supervise, and advise the IRDs in their efforts to communicate with the AMSA chapters.
- Communicate regularly with IRDs through group and individual outreach to ensure effective and appropriate information dissemination to chapter officers.
- 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 IRDs are utilizing 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 IRDs.
- Maintain frequent communication with the National President and key staff and Fellows and communicate the needs of the chapters and IRDs to the office staff and Fellows.
- Provide support related to AMSA’s medical 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 International Trustee and IRDs.

Additional requirements and responsibilities

- **Must be an international 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 IRD 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.