



## **AMSA National Volunteer & Leadership Agreement** Updated 10/30/2023 (FY2025)

Get ready for a thrilling journey with the American Medical Student Association (AMSA)! As a potential national leader and volunteer, you're about to embark on an incredible adventure with the oldest and largest independent organization of physicians-in-training in the country.

Picture this: Whether you're spearheading educational programming, offering direct support to our members and local chapters, or even rocking it out on the Board of Trustees, you play a vital role in inspiring a community of future physicians through education and advocacy. At AMSA, we value your unique ideas and encourage a collaborative environment where your feedback truly matters.

Now, let's dive into the excitement! We've got some expectations for our national leaders and volunteers, but fear not—it's all about making a positive impact while having a blast:

### **Expectations of National Leaders and Volunteers:**

- Read, understand, and fulfill the roles, responsibilities, and objectives of your respective position description.
- Serve in your role from May 1, 2024 through April 30, 2025. Once elected there may be some transitional duties that begin prior to the official start date and also participation in the annual meeting held in June.
- Read, acknowledge and align with AMSA's progressive governing policies and documents including the [CBIA](#), [PPP](#), and AMSA's strategic plan. The work of Action Committees, Teams and AMSA Campaigns must always align with the organization's legislative priorities.
- Officially join the AMSA leadership community. Log into and maintain your assigned accounts in AMSA's communications platforms. You will receive an amsa.org email account through Google Workspace where you will have access to a personal drive and shared drives that contain documentation pertaining to your position. Along with your AMSA Google account you may be invited to additional AMSA platforms like Slack and Zoom. Most account invitations have an expiration, you are expected to login into and begin managing your accounts immediately upon receiving an invitation.
- Prepare for and attend in full the mandatory virtual 2024/25 incoming leadership training meeting, Building on Foundations (BOF).
  - BOF will be held virtually, via zoom, on a Saturday and Sunday in May 2024 prior to the annual meeting. (Dates to be determined)
  - Attendance for BOF is mandatory for all 2024/25 leaders including but not limited to the BOT, all membership directors, Action Committee and Campaign Chairs and Coordinators. The leader acknowledges that because of the importance of virtual Building on Foundations that missing any part of these meetings is unacceptable.
- Host and participate in the annual conference, Future Physicians for Change (FP4Change), to be held May 30-June 1, 2024. National leaders in attendance will be expected to fulfill assigned responsibilities to help support the event.
  - Mandatory attendance receives some funding
  - Discounted registration is available for National Leaders
  - Team building and additional fun activity(s) will be planned for all National Leadership who attend the 74th Annual AMSA Convention, Future Physicians for Change, May 30 - June 1, 2024.
- Work collaboratively with leaders and volunteers on your team, AMSA staff and other national leaders and be responsive to other national leaders and staff. Encourage productive, cooperative

relationships among colleagues and staff.

- Actively strengthen AMSA by engaging monthly with the AMSA chapter at your school to build a stronger presence. You will be expected to:
  - Lead the creation of a chartered chapter if one does not exist
  - Serve as a liaison between AMSA national and your chapter. If your school does not have chapter officers you should serve in a leadership role and assist in finding officers for your chapter.
  - Select and participate in at least one national campaign at your local chapter. If your school does not have an active AMSA chapter you must work with AMSA staff to reactivate the chapter.
- Complete an end-of-year report to serve as a transition document specific to your position that will insure your successor a successful onboarding. Maintain documentation throughout the year to capture details necessary to support a successful transition.
- Submit a mid-year report by November 30, 2024. Failure to submit a complete report will result in suspension of leader benefits, including any funding.
- Assist with onboarding and leadership transition for incoming leaders prior to May 1, 2025. Onboarding will include, but is not limited to:
  - Reviewing the current work plan and End of Year Report with incoming leaders;
  - Providing opportunities for incoming leaders to ask questions and seek information about duties and responsibilities;
  - Facilitating introductions between incoming leaders and key stakeholders (allied organizations, partners, AMSA staff, etc.)
- Should a leader be unable to fulfill the duties as outlined in their position description, they may be asked to resign or be dismissed from their position.

### **Travel Agreements and Understandings:**

Fear not, travel enthusiasts! We've got some guidelines to ensure you're globe-trotting like a pro, with funding caps and options for hotel accommodations.

- Leaders are always expected to purchase the least expensive coach fare possible per AMSA policy. Remember, AMSA is a nonprofit organization and we must be mindful of the budget.
- When AMSA does provide hotel accommodations you will be expected to share a room with 2-4 other national leaders depending on the event and room type. You will have the option to upgrade to two to a room and/or a private room based on availability and you will be responsible for the cost to upgrade.
- There is a travel cap of \$350 for funded travel. AMSA will only pay or reimburse up to a total of \$350 to cover travel to and from any event, this includes flights, parking, taxi/uber/lyft etc. Any costs over \$350 will be incurred by the National Leader and not by AMSA. If AMSA provides a form of payment upfront and more than \$350 is paid, AMSA will invoice the National Leader for any expenses above \$350 and expect to receive payment within 30 days.
  - A \$500 cap is available for our designated International leaders that are currently residing outside of the United States only).
- If funding is available the leader understands that they will confirm travel plans at least 4 weeks prior to AMSA Convention, Future Physicians for Change. The leader understands that if they are unexpectedly unable to attend Future Physicians for Change convention for any reason, they will be responsible for the entirety of the costs associated with travel to the meeting. (For example, the cost of nonrefundable airfare or cancellation fees.)

### **Code of Conduct and Professionalism:**

You're not just a leader; you're a role model! As a national leader of AMSA you will be expected to:

- Participate in scheduled conference calls/webinars and submit your work by established deadlines.

- Communicate to your AMSA colleagues and team members if you will not be available to attend scheduled conference calls/webinars or other AMSA related activities that you are responsible for in a timely fashion and prior to the scheduled activity.
- Respond to communications from your fellow AMSA leaders, volunteers, staff, members and prospective members in a professional manner within 48 hours of receipt. (Includes all form of communications, email, slack and all other)
- Be mindful of the words, photos and images that are used in AMSA communications. AMSA owns all platforms of communication and Slack and email accounts will be handed over to your successor. Use AMSA communication channels strictly for AMSA purposes.
- Respect diversity and avoid engaging in behaviors that might be considered disrespectful to others.
- Be honest and accurate in communications, particularly when describing your experience, expertise and credentials.
- Handle confidential information appropriately and securely, including any member or personal information that may become available to you as part of your official duties, using due diligence, care and professionalism.
- Maintain professionalism and be considerate and respectful to all event participants, other guests, hotel/venue staff, community members, etc. Favorably represent AMSA and refrain from discriminatory, demeaning, harassing behaviors, speech, and collateral.
- National leaders are expected to be flexible in their work plans and responsive to the changing needs of a dynamic organization.

\*Please Note: Our adventure might come with some surprises, so AMSA reserves the right to make changes. But hey, it's all for the greater good! AMSA reserves the right to make changes to this leadership agreement as it sees fit. Such changes shall be implemented in a fair and reasonable manner, taking into consideration the best interests of AMSA and its members.

Ready to be part of something extraordinary? Accept the challenge and let's make this year one for the books. Your invitation to leadership greatness awaits—don't miss the chance to make a difference!

**Please print and initial/sign the Agreement page below and include it with your leadership application.**

## AMSA National Leadership & Agreement signature page for the 2024-2025 Leadership Year

### Please initial to indicate agreement:

\_\_\_\_\_ In addition to the agreement below, I have reviewed the position description for the 2024-2025 leadership or volunteer position I'm applying for, and agree to fulfill the responsibilities outlined therein.

\_\_\_\_\_ In addition my initials here indicate that I have read and understand the [AMSA Code of Conduct](#), the [AMSA Platforms & Security Policy](#) and the [AMSA Expense Policy for National Leaders & Volunteers](#). If elected or appointed to a position in the AMSA National Leadership I agree to abide by the regulations and responsibilities outlined in the aforementioned documents.

### Leadership & Volunteer Agreement

I understand that participation in AMSA National Leadership is voluntary, and if elected, or appointed, I am willing to dedicate the necessary time to this experience. I agree to the above responsibilities and will fulfill my leadership or volunteer role. I have considered the commitment involved during the year ahead and how it will impact my educational and personal life. If I am no longer able to perform my duties, I will reach out to my direct supervisor and Vice President of Leadership Development so that arrangements can be made and not impact the functions of the organization.

You can expect training and resources to complete all assigned duties and tasks. Leaders and volunteers have support and encouragement from AMSA staff. This opportunity will add to your professional accomplishments, develop your leadership skills, acquire new competencies, travel, make new friends, thrive in a safe community and have a lot of fun. **AMSA leadership is a great way to boost your CV/resume.** As a potential leader in AMSA, you will be provided with the skills to become a physician-in-training who is a grassroots activist and advocate for the community at large. These tools will be instrumental in advancing the field of health care as well as setting yourself apart from other residency candidates.

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Last Name	First Name, Middle Initial	AMSA Member ID
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Phone	Email
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School and training status / year

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Signature and Date