Position Description: Premedical Regional Director

Updated 12/15/2019

Position description

As a member of the Board of Premedical Regional Directors, the Premedical Regional Director (PRD) is responsible to build AMSA at the chapter level.

Term and transition

The term of a PRD is one year, subject to the dates that were outlined in the National Leadership Agreement. Before the term begins, however, a transition period starts immediately after the PRD is elected at the Annual Convention. During this transition period, the incoming PRD will work closely with the outgoing PRD of the region they were elected to, to learn about the position and the chapters they will oversee in their region.

Common responsibilities for Premedical Regional Directors

Premedical Regional Directors employ skills in strategic planning, teamwork, and organization to:

- Develop a work plan with the Premedical Trustee and key staff at the national leadership training, Building on Foundations.
- Implement the work plan throughout the year to strategically support member recruitment and engage with the chapters in the region they oversee.
- Participate in a mid-year check-in with the Premedical Trustee to evaluate their chapters and progress on the work plan.
- Assist in coordinating Chapter Officer Training
- Work with the Premedical Trustee and key staff on recruiting chapter officers for every chapter in their region
- Encourage Chapter Officers in their region to participate in the online Chapter Officer Training
- Act as liaison between the local chapters and national AMSA
- Promote the work of AMSA’s Action Committees and Campaigns to local leadership and members
• Support communication between local chapters and programming leaders within the Association.

Premedical Regional Directors are national leaders of AMSA. Working with the chapters in their region they direct new member recruitment and engagement and will employ skills in communication, problem-solving, motivation and networking to:

• Assess and monitor the needs of the chapters in their region.
• PRDs will be engaging in calls with all of the chapters in their respective regions in order to engage the members on a local level, these calls/visits can be virtual or in person. Sending emails is not enough to engage our membership at the local level and being on calls with the Premedical Trustee and key staff will help engage chapters.
• Communicate national opportunities and deadlines to chapters (and vice versa as appropriate).
• Assist schools in founding AMSA chapters in the region.
• Work with chapter officers to transition leadership and projects for the next year.
• Share information with chapters provided by national leadership and staff. This includes but is not limited to video, email, and social media communications with updates regarding news in AMSA.
• Use alternate ways, such as social media, to communicate with chapter officers.
• Works with other regional directors and the Premedical Trustee to address medical membership recruitment and engagement issues within the Association.

Additional requirements and responsibilities

• Must be premedical members of AMSA. Priority is given to premedical students in the appropriate region.
• AMSA membership is required.
• Submit a mid-year report by November 15, and the end-of-year report by April 1. Reports are submitted to the Premedical Trustee.
• Use Chapter Diary to take information on a chapter by chapter basis, in regard to how a chapter is doing with their member engagement, as well as what interests the chapter has and what they events they did over the year. This will be used for the incoming PRD and Premedical Trustee.
• Conduct virtual or in-person chapter visits with every chapter in your region that we are actively in communication with. If you are not able to attend a call due to scheduling conflicts, you must still work to communicate and build a relationship with that chapter.
• Work with other national leaders in the competition to recruit new members. Individual recruitment of at least five new members during the leadership year is strongly encouraged.
• **Required meeting attendance**
  ○ All BRD conference calls and strategic planning discussions. Including but not limited to monthly BRD virtual meetings. If the absence is anticipated from mandatory monthly meetings the Premedical Trustee must be informed.
  ○ 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.