

Position Description: Graduate Trustee

**This position is only available to active AMSA members that have graduated medical school or will graduate by May 31, and are pursuing graduate medical education. Proof of degree 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 Graduate Trustee position is a voting member of the BOT.

Position description

Ensure continuity and communication with alumni and resident members of the Association and build the alumni and resident networks. Work with staff to develop and execute an Alumni Engagement Program.

Term and transition

The term of the Graduate Trustee is two years, **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 Graduate Trustee will work closely with the outgoing Graduate Trustee to learn about the position.

Responsibilities as Graduate Trustee

- Inform the Board of the specific needs and priorities of the graduate & physician membership.
- Document information that will facilitate a smooth transition for the appropriate year.
- Provide semi-annual reports for BOT
- Ensure that the needs and interests of the Graduate Caucus are represented on the BOT.
- Coordinate alumni membership activities with the National Office
- Support the Graduate Caucus and alumni participation in Association programming.
- Develop strategies to improve the alumni and resident membership experience.
- Work with staff to engage fourth-year medical students and transition them to graduate members.

- Assist staff in planning the Alumni Reception at Convention and alumni fundraising opportunities
- Other duties as assigned

Additional requirements and responsibilities

- **Must be a graduate member of AMSA.**
- **AMSA membership is required.**
- **Work with other national leaders to recruit new members.**
- **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 event, June Convention and Building on Foundations national leadership training
 - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.