Position Description:
Chair, Health Policy Team

Updated 12/13/2019

Team overview: Health Policy

The Health Policy (HP) team is responsible for developing AMSA’s policy positions and legislative agenda, for supporting policy-related programming and advocacy, and for promoting AMSA’s presence and visibility in policy-related efforts.

During the summer, the HP team will update AMSA’s legislative agenda for the upcoming year. This process will require the assistance of other national leaders and staff, a deep understanding of AMSA’s mission and principles, and knowledge of current policies and policy opportunities. A brief update report is encouraged halfway through the year.

The Health Policy Team will also participate in development and planning of Advocacy Day (if scheduled) by contributing their expertise and legislative updates to the planning committee.

The make-up of the Health Policy Team has been designed to cover issues that are addressed throughout AMSA’s Action Committees and Teams as well as campaigns. Each policy coordinator provides policy-related expertise for corresponding Programming/Advocacy Coordinators. The policy coordinators are also encouraged to initiate policy-related programming and advocacy in collaboration with Programming/Advocacy Coordinators, as well as promote skills in policy-related advocacy in collaboration with the Advocacy Development Coordinator.

Position description

The HP Chair is responsible for leading the HP team’s efforts to develop AMSA’s policy positions and legislative agenda, to support policy-related programming and advocacy, and to promote AMSA’s presence and visibility in policy-related efforts.

As a national chair, the HP Chair will fulfill the duties and responsibilities of a national Chair as described further below.
Term and transition

The term of an Action Committee or Team chair is one year, **beginning on May 11, 2020, and ending April 30, 2021.** Before the term begins, however, a transition period starts immediately after the chair is elected at the Annual Convention. During this transition period, the incoming chair will work closely with the outgoing chair to learn about the position and the work of the committee or team.

This chair is responsible for the direct oversight and advising of 2-4 coordinators.

Common responsibilities for Team chairs

Action Committee and Team chairs are accountable to their peers on ACTE and to their coordinators. They are directly overseen and supported by the Vice President for Leadership Development and the Vice President for Programming Development.

The chairs of AMSA’s Action Committees and Teams serve as content experts for AMSA and representatives of their committee to AMSA’s Action Committees and Teams Executive board (ACTE). They will use and develop skills in research and communication to:

- **Build knowledge in their content area,** including past/current events, up-to-date terminology or practices, resources, experts, AMSA’s principles, etc.;
- **Maintain documentation** for the reference of members, leaders, or staff;
- **Provide consultation for members, leaders, or staff as needed;**
- **Assess AMSA’s principles and work to update them** as needed through processes outlined in AMSA’s Constitution, Bylaws and Internal Affairs document (CBIA);
- **Facilitate work between their team and other members, leaders, or staff.**

Action Committee and Team chairs are the direct leaders of their respective committees. Chairs will use and develop skills in leadership to:

- **Facilitate meetings, develop communication and work plans, identify gaps in resources, and provide feedback on content;**
- **Support their committee’s coordinators** in personal and professional growth by providing advice, giving personal feedback, fostering strengths, improving weaknesses, and teaching skills;
- **Maintain accountability for coordinators** so they can serve responsibly in the organization and to produce deliverables that contribute to the organization;
- **Maintain existing partnerships** and explore new partnerships pertinent to the committee’s goals;
• **Ensure sustainability** of the committee's work through successful recruitment of new leaders and successful transition of duties at the conclusion of the leadership year;
• **Develop long-term goals** in the form of strategic three-year plans that are assessed and re-evaluated at the beginning of the year based on progress, feasibility, and value.

**Additional requirements and responsibilities**

• **Priority is given to medical student applicants.**
• **AMSA membership is required.**
• **Participate in two chapter visits during the leadership year, conducted in-person or virtually, minimum.**
• **Establish and maintain contact with the leader's own local AMSA chapter.** Attempt to attend both the chapter's tabling events, initial recruitment meetings, and subsequent chapter activities.
• **Work directly with at least two medical school chapters on programming directly related to the committee's Week of Action.** This chapter-level programming will be shared on social media to inspire projects at other chapters. Direct work with more chapters is encouraged.
• **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.
• **Submit a mid-year report by November 15, and the end-of-year report by April 1.** Reports are submitted to the Vice President for Program Development (VPPD) and the Vice President for Leadership Development (VPLD).
• **Required meeting attendance**
  ○ Monthly ACTE board meetings (virtual)
  ○ 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.