Position Description:
Chair, Scholars Programs

Updated 12/15/2019

Position description

The Scholars Program Chair is a national Chair position that is responsible for managing the Scholars Programs and Leadership Courses as part of the AMSA Academy. The Scholars Program Chair is responsible for finding and preparing course directors, and working with AMSA staff on developing a marketing campaign. The Chair will work with the Education and Advocacy Fellow and the Volunteer and Events Manager on improving the Scholars Programs and Leadership Courses for the next year.

A qualified candidate is an individual with previous leadership or managerial experience and preferably a teaching background or interest in education.

While there are other programs within the AMSA Academy, the Scholars Program Chair’s primary responsibility is the Scholars Programs (SPs) and Leadership Courses (LCs). To support the SPs, LCs, and corresponding course directors, the Scholars Program Chair is responsible for:

- **Confirming 1-2 course directors (co-directors) for each SP and LC.** If possible, this confirmation will be prior to the Building on Foundations (BOF) leadership training meeting.
- **Preparing course directors** by:
  - Sharing the roles and responsibilities of the course director position with the course directors
  - **Facilitating transition from previous course directors** through documentation and meetings
  - **Arranging appropriate training for course directors** in skills such as curriculum design, course management, test question writing, student/speaker engagement, technology use, etc.
  - Providing templates for syllabus development, course description, online course interface, and email correspondence with possible guest speakers
  - Communication, including meetings, to continuously discuss course development progress, course updates, and feedback
  - Creating and maintaining a timeline for development and execution of SP/LCs
○ Providing mentorship to the course directors
○ Connecting course directors with relevant Action Committees & Teams (ACT) leaders and AMSA Staff

● Working with staff to develop a marketing campaign that includes:
  ○ Emails to the membership at predetermined intervals
  ○ Emails to the national leaders and regional directors
  ○ Social media posts that include videos of testimonials from both course directors and scholars
  ○ Encouragement of course directors to utilize personal social media, on-campus clubs/groups, and listservs to help advertise the AMSA Academy

● Regularly communicating about progress and status with leadership, including:
  ○ Emails and calls with supervising leaders (VPPD, President) as well as AMSA staff
  ○ Attending ACT Executive Board meetings as a national Chair

● Improving the SPs and LCs through:
  ○ Implementing evaluations at the conclusion of the programs and sharing feedback to the next year's course directors, President, Vice President of Program Development, Education & Advocacy Fellow, and relevant AMSA staff.
  ○ Analyzing session quizzes to determine the success of individual sessions and evaluating which sessions/speakers should be included in the next year
  ○ Encouraging year-long documentation by the course directors that includes speaker contacts, curricula, evaluations, resources used throughout the course, etc.
  ○ Creating and maintaining a master curriculum for the Scholars Programs as a whole to ensure there is little overlap between SPs

● Work closely with the Volunteer and Events Manager and VPPD.

Term and transition

The term of a national 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 oversight and advising of all Scholars Program course directors.

Common responsibilities for Action Committee chairs

The Scholars Program Chair is directly overseen and supported by the Vice President for
Programming Development.

The Scholars Program Chair 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 course directors** in personal and professional growth by providing advice, giving personal feedback, fostering strengths, improving weaknesses, and teaching skills;
- **Maintain accountability for course directors** 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 Scholars Programs through successful recruitment of new leaders and successful transition of duties at the conclusion of the leadership year.

Additional requirements and responsibilities

- **Priority is given to medical student applicants.**
- **AMSA membership is required.**
- **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 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.