

Updated 01/13/2025

Position Description:

Chair, Scholars Programs and Academy

**This position is available to AMSA members attending medical school. Applications from non-medical student members will only be considered if the position remains unfilled.*

Position description

**This is a two year term. In applying for this position, you will serve as the Scholars Program Chair for one year and assume the role of Academy Chair the following year.*

The Scholars Program Chair is a national Chair position that is responsible for managing the Scholars Programs as part of the AMSA Academy. The Scholars Program Chair is responsible for finding and preparing course directors, and working with the Academy Chair, Events and Marketing Manager, Partner and Program Manager, and the Programming Strategist on developing a marketing campaign.

The Academy Chair is a national Chair position that is responsible for managing all online educational programs (i.e. Leadership Program, Med School Success Series, IMG Residency Prep Series, etc.) offered through AMSA national. The Academy Chair is responsible for overseeing the Scholars Program Chair and working with AMSA staff on developing programming, securing speakers, and managing student volunteers. The Academy Chair will work with the Events and Marketing Manager, Partner and Program Manager, and the Programming Strategist.

A qualified candidate is an individual with previous leadership or managerial experience and preferably a teaching background or interest in education. Previous experience as a Scholars Programs Course Director on two or more occasions is highly preferred but not required.

The Scholars Program Chair's primary responsibility is the Scholars Programs (SPs). To support the SPs and corresponding course directors, the Scholars Program Chair is responsible for:

- **Confirming 1-2 course directors (co-directors) for each SP.** 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 SPs
- **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** 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 course-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

The Academy Chair's primary responsibility is all online educational programs offered by AMSA national. To support the AMSA Academy, the Academy Chair is responsible for:

- **Preparing the Scholars Programs Chair by:**
 - **Providing templates** for syllabus development, course description, online course interface, and email correspondence with possible guest speakers
 - **Communication, including meetings**, to continuously discuss program

- development, course updates, and feedback
 - **Creating and maintaining a timeline for development** and execution of educational programs
 - **Providing mentorship**
- **Working with staff to create program curriculum and secure speakers for all educational programs offered in the Academy.**
- **Working with staff to create a schedule for all Academy programs.**
- **Recruiting 1-2 student volunteers for each program to act as session host or technical support.**
- **Creating and maintaining a volunteer database.**
- **Training student volunteers** to assist with programming sessions as host or technical support
- **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
 - Encouragement of course directors and program volunteers 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 Academy** 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
 - **Maintaining course-long documentation** that includes speaker contacts, curricula, evaluations, resources used throughout the course, etc.
 - **Evaluating programming and providing recommendations** for the following year.
- Other duties as assigned.

Term and transition

The term of any national chair is one year, beginning on **May 1 and ending on April 30** of the following year. After the one year term, the Scholars Program Chair will assume the role of Academy Chair the following year. 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.

Common responsibilities for chairs

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

The Scholars Program and Academy Chair will use and develop skills in leadership to:

- **Facilitate meetings, develop communication and training standards, identify gaps in programming, and provide feedback on content;**
- **Support course directors and program volunteers** in personal and professional growth by providing advice, giving personal feedback, fostering strengths, improving weaknesses, and teaching skills;
- **Maintain accountability for course directors and program volunteers** 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 Academy's goals;
- **Ensure sustainability** of Scholars Programs and the Academy through successful recruitment of new leaders and successful transition of duties at the conclusion of the leadership year.

Additional requirements and responsibilities

- **Must be a medical student member of AMSA.**
- **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 30, 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).
- **Participation in the AMSA Leadership Program before or during the leadership term is encouraged.**
- **Required meeting attendance**
 - Monthly ACTE board meetings (virtual)
 - Mandatory In-person Annual Convention
 - Building on Foundations national leadership training (virtual)
 - Travel, hotel, and food are provided for mandatory in-person meetings with some restrictions.