Updated 01/13/2025

Position Description: Vice President for Membership-elect and VPM

**This position is only available to active AMSA members enrolled in a domestic medical school as of May 1. A letter of good standing from the applicant's medical school is required.*

Board of Trustees overview

Members of the Board of Trustees 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 Vice President for Membership-elect position is a non-voting member of the BOT. The Vice President for Membership position is a voting member of the BOT.

Position description

This is a two year term. In applying for this position, you will serve as the Vice President for Membership-elect for one year beginning on May 1 of this leadership year and assume the role of Vice President of Membership the following year.

The Vice President of Membership (VPM) and the Vice President for Membership-elect (VPM-e) will oversee the Board of Membership Directors (BMD) and work with them on engaging medical students and connecting members to the opportunities AMSA provides for medical students. Together they will assist the Membership Trustees and the Membership Directors (MDs) in providing leadership and guidance to the medical membership. They also assist the National President and provide updates on the status of membership, chapters and the MDs work. Additionally, they closely work with ACTE to facilitate communication between local chapters and national AMSA.

Term and transition

The Vice President of Membership-elect serves the first of a two-year term. The VPM-e is responsible for all of the duties of all national officers, with the exception of voting on the Board of Trustees, and is expected to spend their year preparing for a successful year as the Vice President of Membership. The term of the VPM is one year, **both terms are subject to the dates that were outlined in the National Leadership Agreement.** Before the terms begin, however, a transition period starts immediately after the VPM-e is elected at the Annual Convention. During this transition period, the incoming VPM-e will work closely with the rising VPM to learn about the position.

Responsibilities as a BOT member

- Ensure the views of the Board of Membership Directors are represented.
- Document information that will facilitate a smooth transition for the following year.
- Provide semi-annual reports for BOT
- Other duties as assigned.

VPM Responsibilities as Chair, Board of Membership Directors

- Work with the International Trustee and the Premedical Trustee to lead the Membership Directors to engage in regular communication with every chapter in their designated region. Communication should be adapted to utilize virtual meetings, in person meetings when appropriate, text check-ins, and email outreach. It is encouraged that the VPM or VPM-e be present on as many MD/chapter visits, as possible and if the MDs, are not completing their communication outreach then the VPM or VPM-e will be responsible for engaging in with all domestic medical chapters
- Develop a work plan with each Domestic Medical Director in collaboration with key staff.
- Work with staff, MDs and other membership leaders to develop new member recruitment and engagement strategies.
- Establish and monitor recruitment and engagement goals with the Trustees and MDs.
- Schedule and facilitate monthly conference calls with the VPM-e, Trustees, MDs and key staff.
- Work with the programming team to share information with local membership about weeks of action, advocacy, activism and scholars programs.
- Assist in the development of chapter officer training materials in cooperation with the VPM-e, staff and other national leaders.
- Support leadership skills and development of MDs in collaboration with the Vice President for Leadership Development and the Trustees, through mentoring and mutual accountability.
- Ensure that national opportunities are communicated to local chapters and that Trustees and MDs are using AMSA's best available resources to communicate with and provide support to and engage with AMSA chapter officers, chapters and members.
- Review the semi-annual and end of year reports from all MDs
- Maintain frequent communication with the National President and key staff and Fellows and communicate the needs of the chapters and MDs to the office staff and Fellows.
- Provide support related to AMSA's medical member presence on AMSA's social

media channels, including but not limited to Facebook, Instagram, Twitter, and LinkedIn.
- Work with national office staff to facilitate long term planning for membership activities.
- Host monthly social hours for chapters to build relationships and promote collaboration amongst chapters and with national AMSA. Responsibilities for hosting include collaborating with trustees and membership directors to develop an agenda, sending invitations and outreach to chapter officers, and facilitating the social.

Additional requirements and responsibilities

- **Must be domestic medical members of AMSA.**
- **AMSA membership is required.**
- **Participate in three chapter visits during the leadership year, conducted in-person or virtually, minimum.**
- **Work with other national leaders to recruit new members.** Individual recruitment of 20-25 new members and 10-15 registrants to national convention during the leadership year is expected.
- **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)
    - Monthly MD meetings
    - 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.