Position Description: Vice President for Membership-Elect and Vice President for Membership

Updated 12/15/2019

*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 11 of this leadership year and assume the role of Vice President of Membership the following year.

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-elect is a non-voting position on the BOT. The Vice President of Membership is a voting position on the BOT.

Position description

The Vice President of Membership and the Vice President Elect will oversee the Board of Regional Directors (BRD) 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 Regional Directors (RDs) 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 RDs work.

Term and transition

The Vice President-elect serves the first of a two-year term. The VP-elect 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-elect is elected at the Annual Convention. During this transition period, the incoming VPM-elect will work closely
with the rising VPM to learn about the position.

Responsibilities as a BOT member

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

VPM Responsibilities as Chair, Board of Regional Directors

- Work with the International Trustee and the Premedical Trustee to lead the BRD and ensure that RDs conduct virtual or in-person chapter visits with every chapter in their region. It is encouraged that the VPM or VPM-elect be present on as many RD/chapter visits, as possible and if the RDs, are not completing their virtual/in-person/calls then the VPM or VPM-elect will be responsible for engaging in with all domestic medical chapters.
- Develop a work plan with each Domestic Medical Regional Director in collaboration with key staff.
- Work with staff, BRDs and other membership leaders to develop new member recruitment and engagement strategies.
- Establish and monitor recruitment and engagement goals with the Trustees and RDs.
- Schedule and facilitate monthly conference calls with the VPM-elect, Trustees, Board of Regional Directors 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-elect, staff and other national leaders.
- Support leadership skills and development of RDs 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 RDs 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 BRDs
- Maintain frequent communication with the National President and key staff and Fellows and communicate the needs of the chapters and RDs 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.

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 in the competition 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 15, 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 BRD meetings
  ○ 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.