2020-2021 (FY2021) AMSA National Leadership Agreement
Updated 1/31/2020

As a potential AMSA national leader, you are an integral part of the oldest and largest independent organization of physicians-in-training in the country. Whether you advance educational programming, directly support our membership and local chapters, or serve on the Board of Trustees, you have a vital role in inspiring a community of future physicians through education and advocacy. AMSA is a collaborative environment, where ideas and feedback are encouraged and considered.

You can expect training and resources to complete all assigned duties and tasks. Leaders have support and encouragement from AMSA staff. This opportunity will add to your professional accomplishments, develop your leadership skills, acquire new competencies, travel, make new friends, thrive in a safe community and have a lot of fun. AMSA leadership is a great way to boost your CV/resume. As a potential leader in AMSA, you will be provided with the skills to become a physician-in-training who is a grassroots activist and advocate for the community at large. These tools will be instrumental in advancing the field of health care as well as setting yourself apart from other residency candidates.

Expectations of National Leaders:

- Read, understand, and fulfill the roles, responsibilities, and objectives of your respective position description.

- Serve in your leadership role from May 11, 2020 through April 30, 2021. Once elected there may be some transitional duties that begin prior to the official start date.

- Read, acknowledge and align with AMSA’s governing policies and documents including the CBIA, PPP, and AMSA’s strategic plan. The work of Action Committees, Teams and AMSA Campaigns must also align with the organization’s legislative priorities.

- Work collaboratively with leaders on your team and other national leaders and be responsive to other national leaders and staff. Encourage productive, cooperative relationships among colleagues and staff.

- Prepare for and attend the mandatory annual, in-person Building on Foundations leadership meeting in full, held June 18-21, 2020. Location to be determined. Dates subject to change.

- Actively strengthen AMSA by engaging monthly with the AMSA chapter at your school to build a stronger presence.
  - Serve as a liaison between AMSA national and your chapter. If your school does not have chapter officers you should serve in a leadership role and assist in finding officers for your chapter.
- Select and participate in at least one national campaign at your local chapter. If your school does not have an active AMSA chapter you must work with AMSA staff to reactivate the chapter by **December 1, 2020**.

- Participate in local and national member recruitment and engagement activities.

- Participate in the annual AMSA Convention meeting, **held February 4-7, 2021, of your leadership term in the Washington, D.C. area**. See job description for the attendance requirements. National leaders in attendance will be expected to fulfill assigned responsibilities to help support the event.

- **Complete an end-of-year report** to serve as a transition document specific for your position to assist your successor on onboarding. Maintain documentation throughout the year to capture details necessary to support a successful transition.

- **Submit a mid-year report by November 30, 2020.** Failure to submit a complete report will result in suspension of leader benefits, including any funding.

- **Assist with onboarding and leadership transition** for incoming leaders prior to May 1, 2020. Onboarding will include, but is not limited to:
  - Reviewing the current work plan and End of Year Report with incoming leaders;
  - Providing opportunities for incoming leaders to ask questions and seek information about duties and responsibilities;
  - Facilitating introductions between incoming leaders and key stakeholders (allied organizations, partners, AMSA staff, etc.)

- Should a leader be unable to fulfill the duties as outlined in their position description, they may be asked to resign or be dismissed from their position.

**Code of Conduct and Professionalism:**

- Participate in scheduled conference calls/webinars and submit your work by established deadlines.

- Communicate to your AMSA colleagues and team members if you will not be available to attend scheduled conference calls/webinars or other AMSA related activities that you are responsible for in a timely fashion and prior to the scheduled activity.

- Respond to communications from your fellow AMSA leaders, staff, members and prospective members in a professional manner within 48 hours of receipt.

- Be mindful of the words, photos and images that are used in AMSA communications. AMSA owns all platforms of communication and Slack and email accounts will be handed over to your successor. Use AMSA communication channels strictly for AMSA purposes.

- Respect diversity and avoid engaging in behaviors that might be considered disrespectful to others.

- Be honest and accurate in communications, particularly when describing your experience, expertise and credentials.

- Handle confidential information appropriately and securely, including any member or personal information that may become available to you as part of your official duties, using due diligence, care and professionalism.

- Maintain professionalism and be considerate and respectful to all event participants, other guests, hotel/venue staff, community members, etc. Favorably represent AMSA and refrain from discriminatory, demeaning, harassing behaviors, speech, and collateral.
National leaders are expected to be flexible in their work plans and responsive to the changing needs of a dynamic organization.

Please initial to indicate agreement:

In addition to the agreement below, I have reviewed the position description for the 2020-2021 leadership position I'm applying for, and agree to fulfill the responsibilities outlined therein.

Leadership Agreement

I understand that participation in AMSA National Leadership is voluntary, and if elected I am willing to dedicate the necessary time to this experience. I agree to the above responsibilities and will fulfill my leadership role. I have considered the commitment involved during the year ahead and how it will impact my educational and personal life. If I am no longer able to perform my duties, I will reach out to my direct supervisor and Vice President of Leadership Development so that arrangements can be made and not impact the functions of the organization.

__________________________________  ____________________________________  _____________________
Last Name                                    First Name, Middle Initial                             AMSA Member ID

__________________________________  ____________________________________
Phone                                          Email

____________________________________________
Address

____________________________________________
School and training status / year

____________________________________________
Which position are you applying for?

____________________________________________  _______________________
Signature                                        Date