

2023-2024 (FY2024 AMSA National Volunteer & Leadership Agreement)

Updated 2/22/2023

As a potential AMSA national leader and volunteer, 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 and volunteers 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 and Volunteers:

- Read, understand, and fulfill the roles, responsibilities, and objectives of your respective position description.
- Serve in your role from **May 1, 2023 through April 30, 2024**. 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.
- Prepare for and attend the mandatory annual Building on Foundations leadership meeting in full, **to be held June 14-15, 2023 prior to the annual meeting**.
 - Attendance for the in person portion of BOF is mandatory for all Board of Trustee members, all membership directors and one person from each Action Committee, with preference given to the chair
 - Additional National Leaders who wish to attend may reach out to the National President for funding support
- Attend and participate in the annual conference, AMSACon, **to be held June 15-17, 2023**. National leaders in attendance will be expected to fulfill assigned responsibilities to help support the event.
 - Attendance is mandatory for all incoming Board of Trustee members, all membership directors, and one person from each Action Committee, with preference given to the chair.
 - Attendance is also mandatory for all outgoing Board of Trustee members.
 - Additional incoming and outgoing National Leaders who wish to attend may reach out to the National President for funding support
 - Discounted registration is available for all remaining National Leaders
- Work collaboratively with leaders and volunteers on your team, AMSA staff and other national leaders and be responsive to other national leaders and staff. Encourage productive, cooperative relationships among colleagues and staff.
- 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, 2023**.
- **Complete an end-of-year report** to serve as a transition document specific for your position to assist your successor in onboarding. Maintain documentation throughout the year to capture details necessary to support a successful transition.
- **Submit a mid-year report by November 30, 2023.** 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, 2024. 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, volunteers, staff, members and prospective members in a professional manner within 48 hours of receipt. (Includes all form of communications, email, slack and all other)***
- 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 2023-2024 leadership or volunteer position I'm applying for, and agree to fulfill the responsibilities outlined therein.

Leadership & Volunteer Agreement

I understand that participation in AMSA National Leadership is voluntary, and if elected, or appointed, I am willing to dedicate the necessary time to this experience. I agree to the above responsibilities and will fulfill my leadership or volunteer 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