Position Description: President-elect and President

Updated 12/18/2019

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.

Position description

*This is a two year term. In applying for this position, you will serve as the President-elect for one year beginning on May 11 of this leadership year and assume the role of President on May 1 of the following year. The National President shall work primarily from the AMSA home office, currently located in Sterling, Virginia, but will also work within Washington, D.C., and travel domestically and internationally as needed to fulfill the obligations of the position.*

The President-elect serves the first of a two-year term. The President-elect is responsible for all of the duties of all national officers and is expected to spend their year preparing for a successful year as President. Specific responsibilities include working with the Vice President for Membership (VPM) to recruit and engage members, serving on the finance committee and assisting the National President as necessary.

The President is the senior elected officer of the association. They are a full-time, salaried officer who serves a one-year term at the national office. As such, the president is responsible for overseeing the Board of Trustees (BOT) and all Association initiatives, working with local chapters and implementing AMSA’s strategic plan. They preside over all meetings of the Board of Trustees and is an ex-officio member on all committees (except the Nominations Committee). The President is also responsible for choosing a theme and overseeing AMSA’s Annual Convention.

The President represents AMSA in all external affairs. They advise organized medicine on issues related to medical students, supports legislative and educational initiatives, often gives testimony on AMSA’s behalf and works with the media. They may also initiate
projects of priority to the organization.

The President's year is never without work. The President should have strong written and oral communication skills, organizational and administrative skills and a complete knowledge of AMSA. Other useful qualities are networking abilities, knowledge of health policy and medical education policy, and a willingness to travel. Most importantly, this is a full-time job. The President must be exceptionally dedicated to working to advance the interests of the Association.

Term and transition

The term of the President-elect is one year, followed by a second one-year term as President, subject to the terms outlined in the leadership agreement. Before the term begins, however, a transition period starts immediately after the President-elect is elected at the Annual Convention. During this transition period, the incoming President-elect will work closely with the outgoing President-elect to learn about the position and the work of the Board of Trustees.

At the end of the President-elect's term, the outgoing President-elect will work closely with the outgoing President to prepare for the outgoing President-elect's term as President.

Responsibilities as President-elect and BOT member

Employs 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.
- Inform the Board on the specific needs and priorities of the general membership.

In order to oversee AMSA's annual budget and fiscal resources, employs skills in strategic planning and financial management to:

- Administer the budget under the guidance of the Board of Trustees (BOT) and in cooperation with the Chief Executive Officer and staff to ensure expenditures reflect AMSA's priorities.
- Maintain a working knowledge of the budget.
- Chairs the Finance Subcommittee and works closely with the Subcommittee and staff to address any financial issues that arise.
- Report on the budget and status of accounts at each BOT in person meeting.
- Assist in preparation of the budget for the fiscal year following their term.
- Prepare and present an annual report to the House of Delegates on the financial health of the Association.
For leadership development, employs organization, leadership, advanced planning to:

- Serve as ex-officio member of all boards, committees, and campaigns in order to gather a working knowledge of the association.
- Prepare work plan for upcoming presidential term in line with the strategic map of the association.
- Determine platform issues for presidential term and prepare presentations or workshops on these topic areas.

For new membership recruitment and engagement, employs organization, leadership, advanced planning to:

- Plan and execute at least one chapter visit during the year and more as availability permits.
- Assist in formulating the membership recruitment approach for the following year with relevant staff and national leaders.

Additional requirements and responsibilities of President-elect

- **Must be a domestic medical member of AMSA.**
- **AMSA membership is required.**
- **During the President-elect year, participate in 5-10 chapter visits with medical chapters and 2-5 visits monthly with premedical chapters monthly, conducted in-person or virtually, minimum.**
- **Work with other national leaders in the competition to recruit new members.** During President-elect year, Individual recruitment of 20-25 new members and 5-10 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)
  - Building on Foundations national leadership training and planning meeting, **June 18-21, 2020** (in-person, location TBA. Date subject to change.)
  - Chapter Officer Training (virtual), Summer 2020
  - As needed and possible, AMSA conferences and events as determined by staff
  - 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.

Responsibilities as President

**As Chair of the Board of Trustees,** the President employs skills in strategic organizational thinking, long-term planning, resource allocation and advocacy to:
● Steward AMSA's resources in accordance with the Association's strategic aspirations.
● Prepare agenda for all BOT meetings.
● Facilitate all BOT meetings.
● Participate in Board-level decisions of the Association.
● Research and help implement BOT directives in cooperation with appropriate parties.
● Represent the needs and interests of the membership at large on the BOT.

**The President serves as key organizational spokesperson for the association.** They will employ communication skills to:

- Respond to a variety of media requests about AMSA's priorities, programming and legislative agenda in coordination with Communications & Marketing.
- Represents AMSA at various events including conferences, Hill meetings, chapter visits, partner/coalition meetings and fundraisers.

**The President serves as key architect of National Convention.** They will employ skills in meeting planning and facilitation to:

- Establish a conference theme and identify keynote speakers.
- Facilitate programming abstract process with staff.
- Plan special events in conjunction with staff including alumni reception and community service.

**The President serves as senior elected officer of the association.** They will employ skills in motivation and mediation to:

- Advance AMSA's programming and legislative agenda among membership.
- Respond to members' concerns and ideas.
- Maintain timely and informative communication with members and leaders.
- Promote healthy staff-leader-member relationships.
- Encourage leaders at all levels of the Association.
- Assist in conflict resolution among national leaders.
- Serve as organizational liaison to key medical education and professional association partners
- Promote alumni and professional involvement in the Association for mentoring, development and content expertise.
- Actively participates in member recruitment and engagement activities in coordination with the membership trio and staff.

**The President serves as a voting member of the AMSA Foundation Board of Directors.** They will employ management and communication skills to:

- Serve as liaison between Association BOT and Foundation BOD.
- Inform AMSA Foundation BOD of activities within the Association including opportunities for development, fundraising and external partnerships.
The President serves as an ex officio member of all committees. They will employ skills in advising and communication to:

- Provide insight and expertise as needed to enhance AMSA's educational programming and member experience.
- Support coordination between membership and programming committees.

The President serves as leader of the IFMSA National Member Organization. They will employ diplomacy skills to:

- Coordinate activities of AMSA-USA at General Assembly meetings in cooperation with the Advisory Committee leadership.
- Submits all IFMSA reports and dues payments in a timely fashion.

The President serves as a member of the Finance Subcommittee of the BOT. They will employ analytical skills to:

- Serve on the Finance Subcommittee of the BOT to review finance documents such as investment policies for the Association and ensure that they are in-line with AMSA's policies.
- Analyze detailed financial information on an ongoing basis and formulate recommendations for BOT consideration.
- Collaborating with the other members of the Finance Subcommittee to prepare the budget for the fiscal year following their term.

Additional requirements and responsibilities of President

- The National President shall work primarily from home and will meet with staff every other Tuesday in person at the AMSA national office in Sterling, Virginia and every other Tuesday virtually. The president will also work within Washington, D.C., and travel domestically and internationally as needed to fulfill the obligations of the position.
- Required meeting attendance
  - Monthly BOT meetings (virtual & in-person)
  - 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.
- The National President shall be provided with a budget for travel and participation in meetings and leadership development. They are responsible for adherence to all appropriate financial practices and ensuring that their expenditures remain within the budget allotments.