Position Description: Graduate Trustee

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. 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

Ensure continuity and communication with alumni and resident members of the Association and build the alumni and resident networks. Work with staff to develop and execute an Alumni Engagement Program.

Term and transition

The term of the Graduate Trustee is two years, subject to the terms outlined in the leadership agreement. Before the term begins, however, a transition period starts immediately after the Trustee is elected at the Annual Convention. During this transition period, the incoming Graduate Trustee will work closely with the outgoing Graduate Trustee to learn about the position.

Responsibilities as Graduate Trustee

- Inform the Board of the specific needs and priorities of the graduate & physician membership.
- Document information that will facilitate a smooth transition for the appropriate year.
- Provide semi-annual reports for BOT
- Ensure that the needs and interests of the Graduate Caucus are represented on the BOT.
- Coordinate alumni membership activities with the National Office
- Support the Graduate Caucus and alumni participation in Association programming.
- Develop strategies to improve the alumni and resident membership experience.
- Work with staff to engage fourth-year medical students and transition them to graduate members.
- Assist staff in planning the Alumni Reception at Convention and alumni fundraising opportunities.

Additional requirements and responsibilities

- **Must be a graduate member of AMSA.**
- AMSA membership is required.
- Work with other national leaders in the competition to recruit new members.
- 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.)
  - 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.