

Roles & Responsibilities – AMP State Head

The **State Head** is responsible for providing leadership, coordination, and strategic direction for all AMP activities within the state. The State Head oversees the formation and performance of district/city chapters, ensures effective implementation of AMP initiatives, and acts as the primary link between the National Team and the Chapter Heads.

The **State Head reports to the National Team** and works closely with Chapter Heads, Coordinators, and volunteers across the state.

Key Responsibilities

1. State Leadership

- Lead and strengthen AMP's presence across the state.
- Build, mentor, and guide the State Executive Team.
- Provide direction and support to all Chapter Heads and key volunteers.

2. State Planning & Execution

- Prepare and implement the annual and monthly state action plan.
- Ensure timely execution of all AMP projects, campaigns, meetings, and events across the state.
- Monitor progress against the monthly and annual targets assigned by the National Team.

3. Chapter Development

- Identify and appoint Chapter Heads in districts and cities.
- Support the formation and strengthening of new chapters.
- Ensure every chapter remains active, accountable, and aligned with AMP's vision.
- Conduct regular review meetings with Chapter Heads.

4. Team & Volunteer Management

- Recruit, mentor, and retain dedicated volunteers and leaders across the state.
- Delegate responsibilities effectively within the State Executive Team.
- Encourage leadership development and succession planning.

5. Community Engagement

- Build strong relationships with educators, professionals, NGOs, institutions, community leaders, and other stakeholders.
- Represent AMP at important meetings, events, and collaborations within the state.
- Promote AMP's mission, projects, and initiatives throughout the state.

6. Monitoring & Reporting

- Monitor the performance and activities of all chapters within the state.
- Collect monthly reports from Chapter Heads and consolidate them into a state report.
- Submit timely updates, achievements, challenges, and progress reports to the National Team.
- Maintain accurate records of meetings, events, and key activities.

7. Communication & Coordination

- Act as the primary communication bridge between the National Team and all Chapter Heads.
- Ensure timely dissemination of official AMP communications, announcements, and guidelines.
- Conduct regular state-level meetings to review progress and plan upcoming activities.

8. Discipline & Compliance

- Ensure that all state and chapter activities adhere to AMP's vision, values, policies, and communication protocols.
- Maintain professionalism, transparency, and accountability in all activities.
- Uphold and protect AMP's brand identity and reputation at all times.