



Committee, Task Force,  
Interest Group, and Sections

Reference Manual and Toolkit  
2023-2024

# 2022-2023 Reference Manual

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# American Academy of Emergency Medicine

## About the American Academy of Emergency Medicine (AAEM)

AAEM was established in 1993 to promote fair and equitable practice environments necessary to allow emergency physicians to deliver the highest quality of patient care.

For over 25 years, AAEM has been a leader in protecting board certification in emergency medicine and confronting the harmful influence of the corporate practice of medicine. We support fair and equitable practice environments that allow emergency physicians to deliver the highest quality of patient care.

## Mission Statement

The American Academy of Emergency Medicine (AAEM) is *the* specialty society of emergency medicine. AAEM is a democratic organization committed to the following principles:

1. Every individual, regardless of race, ethnicity, sexual identity or orientation, religion, age, socioeconomic or immigration status, physical or mental disability must have unencumbered access to quality emergency care.
2. The practice of emergency medicine is best conducted by a physician who is board certified or eligible by either the American Board of Emergency Medicine (ABEM) or the American Osteopathic Board of Emergency Medicine (AOBEM).
3. The Academy is committed to the personal and professional well-being of every emergency physician which must include fair and equitable practice environments and due process.
4. The Academy supports residency programs and graduate medical education free of harassment or discrimination, which are essential to the continued enrichment of emergency medicine, and to ensure a high quality of care for the patient.
5. The Academy is committed to providing affordable high quality continuing medical education in emergency medicine for its members.
6. The Academy supports the establishment and recognition of emergency medicine internationally as an independent specialty and is committed to its role in the advancement of emergency medicine worldwide.

## Vision Statement

A physician's primary duty is to the patient. The integrity of this doctor-patient relationship requires that emergency physicians control their own practices free of outside interference.

We aspire to a future in which all patients have access to board certified emergency physicians.

# American Academy of Emergency Medicine

## The Principles

1. The ideal practice situation in emergency medicine affords each physician an equitable ownership stake in the practice. Such ownership entails responsibility to the practice beyond clinical services.
2. Emergency physicians should have control over their professional fees and should not engage in fee-splitting.
3. The role of emergency medicine management companies should be to help physicians manage their practice. The practice should be owned by and controlled by its physicians and not by a management company.
4. Medical societies should actively encourage the creation and enforcement of statutes prohibiting the corporate practice of medicine.
5. Medical societies should not accept financial support from entities that do not adhere to the above principles.
6. Emergency medicine specialty societies should work towards the goal of establishing a workforce sufficient to ensure that all emergency departments in the United States and its territories are staffed by emergency physicians certified by either the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine.

## Bylaws

[CLICK HERE](#) to view the current bylaws of the academy.

# STRUCTURE OVERVIEW



# STRUCTURE OVERVIEW

## Structure Overview

Because AAEM is legally and financially responsible for the actions of any of its committees, task forces, interest groups, sections and chapter divisions, the following guidelines shall be followed by all volunteer members of AAEM. These guidelines will be reviewed by the AAEM president on an annual basis.

### **STRUCTURE OVERVIEW**

The standing committees that comprise the American Academy of Emergency Medicine and that exist to carry out the mission and objectives of the Academy as stated in its bylaws, Article 9 and are as follows:

- Executive Committee
- General Committees

#### **Executive Committee**

The Executive Committee shall consist of the AAEM President, Immediate Past President, President-Elect, Secretary-Treasurer, and Past Presidents' Council Representative. The Executive Committee shall have the authority to act on behalf of the board of directors subject to ratification by the board. The Executive Committee shall meet at the call of the AAEM President, President-Elect or Secretary-Treasurer. A report of its actions shall be given to the board. Any tie vote of the Executive Committee may be decided by the AAEM President.

#### **General Committees and Task Force**

The AAEM Executive Committee may appoint committees and task forces to address issues of the Academy. Meetings shall be at the discretion of the committee chair. Each committee chairperson is responsible for an annual report to the Executive Committee and Board of Directors.

##### ***Committee***

Established by the board of directors as a collection of AAEM members in good standing appointed by the AAEM President, in consultation with the board of directors liaison and the current committee chair, on an annual basis to accomplish well defined, ongoing objectives that impact the Academy on a continuous basis. These committees will address broad-based issues and may be in existence for many years. They will advise the board on issues important to the Academy. Each committee will have a chair responsible for its direction, productivity and meetings.

##### ***Task Force***

Established by President as a collection of AAEM members in good standing to address specific issues over a specific time interval. Goals will be determined by the AAEM President. Each task force will have a chair responsible for its direction, productivity, and meetings. When assigned goals are met, task forces are typically dissolved at the discretion of the President.

In addition to the standing committees, the following three groups exist within the AAEM structure:

- Interest Groups
- Sections
- Chapter Divisions

# STRUCTURE OVERVIEW

## **Interest Groups**

Established by the President and/or Executive Committee as a group of AAEM members who have a common interest that impacts both the Academy and emergency medicine as a specialty not covered by either a committee or task force. Dues will be determined by the AAEM BOD and will be used to support productivity and communications of the group to include Listserv access, mailings and a meeting room each year at the Scientific Assembly. A board liaison will be appointed by the President and/or Executive Committee. Each interest group will have a chair responsible for its direction, productivity, and meetings. This chair will be selected by the interest group by a majority vote.

## **Sections**

The board of directors of the Academy may approve the formation of sections by members of the Academy. Establishment of a new section must be approved by a majority vote of the board of directors. Each section will have their own bylaws that conform to the bylaws of the Academy and be governed by a section council. The section council will consist of a section chair, section immediate past chair, section chair-elect and secretary-finance chair. Additional members of the Council will be defined by their bylaws.

## **Chapter Divisions**

The board of directors of the Academy may approve the formation of chapter divisions in a state or region by members of the Academy. Chapter divisions complete an agreement to establish a chapter division within AAEM. As a division of AAEM, chapter division exists and operates under the ultimate auspices and control of AAEM. Membership in chapter divisions does not require to be members of the Academy. Each chapter division will have their own bylaws that conform to the bylaws of the Academy and be governed by a chapter division board. The business and affairs of chapter division shall be managed by its board of directors, the power and authority of which shall be subject to such coordination, oversight and control by AAEM as it may determine in its discretion from time to time. The initial officers and directors shall be appointed by AAEM Board and shall hold office for a term of one (1) year or until their successors are duly elected and qualified. Thereafter the term of a president, vice-president, secretary, treasurer and directors is one (1) year. No officer or board member may hold more than one position on the board at a time. Term limitations of two consecutive terms are established for board of director officers and at-large directors.



# STRUCTURE OVERVIEW

## Board of Directors

In AAEM, any Full Voting or Emeritus member can be nominated and elected to the Board of Directors. Any YPS member can be nominated and elected to the YPS director position. YPS membership is open to all Associate or Full Voting members who are within the first five years of professional practice after residency or fellowship training.

### EXECUTIVE COMMITTEE

---

JONATHAN S. JONES, MD FAAEM  
President  
Jackson, MS

LISA A. MORENO, MD MS MSCR FAAEM FIFEM  
Immediate Past President  
New Orleans, LA

ROBERT FROLICHSTEIN, MD FAAEM  
President-Elect  
San Antonio, TX

TOM SCALETTA, MD MAAEM FAAEM  
Past Presidents Council  
Burr Ridge, IL

L.E. GOMEZ, MD MBA FAAEM  
Secretary-Treasurer  
Annapolis, MD

### BOARD OF DIRECTORS

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HEIDI BEST, MD FAAEM  
At-Large Board Member  
Virginia Beach, VA

VICKI NORTON, MD FAAEM  
At-Large Board Member  
Boca Raton, FL

LAURA J. BONTEMPO, MD MEd FAAEM  
At-Large Board Member  
Baltimore, MD

KRAFTIN SCHREYER, MD MBA FAAEM  
At-Large Board Member  
Philadelphia, PA

KIMBERLY M. BROWN, MD MPH FAAEM  
At-Large Board Member  
Memphis, TN

FRED E. KENCY, JR., MD FAAEM  
YPS Director  
Madison, MS

PHILLIP DIXON, MD MPH FAAEM CHCQM-PHYADV  
At-Large Board Member  
Columbus, OH

LEAD B. COLUCCI, MD MS  
AAEM/RSA President  
Woodbridge, CT

AL O. GIWA, LLB MD MBA MBE FAAEM  
At-Large Board Member  
Brooklyn, NY

### EX-OFFICIO BOARD MEMBERS

STEPHEN R. HAYDEN, MD  
Editor, *JEM*  
San Diego, CA

ROBERT P. LAM, MD FAAEM  
At-Large Board Member  
Colorado Springs, CO

EDWIN LEAP II, MD FAAEM  
Editor, *Common Sense*  
Tamassee, SC

BRUCE LO, MD MBA RDMS FAAEM  
At-Large Board Member  
Virginia Beach, VA

# STRUCTURE OVERVIEW

## Committees

Committees are established through the AAEM bylaws as a collection of AAEM members in good standing appointed by the AAEM president, in consultation with the Board of Directors liaison and the current committee chair, on an annual basis to accomplish well-defined, ongoing objectives that impact the Academy on a continuous basis. These committees will address broad-based issues and may be in existence for many years. They will advise the Board on issues important to the Academy. Each committee will have a chair responsible for its direction, productivity and meetings.

### Academic Affairs

The Academic Affairs Committee provides leadership in the area of academic advocacy. They serve as the liaison to CORD, SAEM, AACEM, NAEMSP and other EM organizations for joint interests and projects. Academic Affairs works with academic departments of EM and in particular, EM residency programs in order to establish a connection with AAEM at the early stages of resident training and to provide the resources necessary to develop an understanding of the goals of the Academy.

### Chapter Division

The Chapter Division Committee assists in developing new state and regional chapters. They provide support to existing chapter divisions by encouraging and recommending activities and benefits to promote an active and dynamic chapter.

### Clinical Practice

The focus of the AAEM Clinical Practice Committee is to write evidence-based clinical practice statements on current issues that impact emergency medicine physicians. [View all Clinical Practice Statements.](#)

### Education

The purpose of the Education Committee is to develop and coordinate the Annual Scientific Assembly, oral and written board courses as well as explore new venues to provide AAEM members with the best possible educational resources including access to online services, journals and meetings. In addition, the committee explores collaborative efforts with other local, national and international EM organizations to provide educational resources and meetings to AAEM members.

#### Education Work Groups

##### ACCME

The ACCME Work Group is responsible for ensuring AAEM stays accredited to provide CME activities and approves directly, jointly, and recommended CME activities.

##### Learning Management System (LMS)

The Learning Management System (LMS) Work Group develops policies for what content will be housed on the AAEM Online and work with other Education Work Groups as needed. They develop a process for submitting content onto the LMS and ensure that the content on the LMS is reviewed periodically and removed per the policy. They also provide ongoing oversight of the LMS and content.

##### Oral Board Review Course

The Oral Board Review Course Work Group is responsible for planning each series of AAEM's Oral Board Review Courses, in the spring and in the fall. These courses prepare physicians to sit for their oral board examinations.

## STRUCTURE OVERVIEW

### Scientific Assembly

The Scientific Assembly Work Group is responsible for planning AAEM's Annual Scientific Assembly program.

### Speaker Development Group

The Speaker Development Group matches emerging interested individuals who would like to be national speakers with a mentor who is a nationally recognized AAEM speaker. The goal for the Speaker Development Group is to help mentees become confident, polished, and engaged speakers.

### Written Board Review Course

The Written Board Review Course Work Group is responsible for planning the online and in-person AAEM Written Board Review Course. This course prepares physicians to sit for their Qualifying exam, ConCert™ exam, and MyEMCert modules.

### **Emergency Medicine Workforce Committee**

The AAEM EM Workforce Committee is one of the most active committees of AAEM. They are actively engaged in advocacy issues that speak to the mission of AAEM and affect EM physicians on a daily basis. The work of this committee impacts the environment of emergency medicine for our residents as they graduate.

### **Ethics**

The Ethics Committee reviews the AAEM Code of Ethics on an annual basis and makes recommendations to the AAEM Board of Director for any changes. They also investigate any disciplinary issues or allegations of unethical behavior brought to the Academy and make a recommendation to the AAEM Board of Directors. The committee also writes position statements that deal with ethical issues.

### **Government and National Affairs Committee**

The Government and National Affairs Committee directs and coordinates AAEM's advocacy efforts in Washington. They assist AAEM's "watch dog" activities with regard to governmental activities and public health issues that may affect AAEM members and monitor the activity of other national medical organizations as it pertains to the practice of emergency medicine.

### **International**

The International Committee is a liaison to international EM societies and organizations on common issues affecting the AAEM membership and the specialty of EM. They analyze and develop opportunities for exchange of information, education and ideas with international EM societies and organizations.

### **International Conference**

Members of the International Conference Committee review requests to AAEM for AAEM's participation as a partner/affiliate in any international EM meeting and make a detailed recommendation to the AAEM Board of Directors. They assist with the development of international meeting/congress that AAEM has an official affiliation with under the direction of the AAEM Board of Directors appointed Executive Chair. They review recommended conference applications of any international meeting and make a recommendation to the AAEM Board of Directors for approval or denial. They identify and develop new opportunities for AAEM to positively impact international emergency medicine education and make recommendations to the AAEM Board of Directors for implementation.

# STRUCTURE OVERVIEW

## **Legal**

The AAEM Legal Committee monitors the emergency medicine legal arena to provide information to members regarding medical legal matters as it relates to the administrative and clinical practice of emergency medicine. They provide research and legal opinions/interpretations to the Executive Committee and board of directors on specific medico-legal issues. They also write white papers and/or articles for Common Sense on current/recurring medico-legal issues that impact AAEM members.

## **Membership**

The AAEM Membership Committee is responsible for overseeing AAEM membership by evaluating the membership dues structure, making suggestions to the board regarding the dues structure, recruiting new members, and finding ways to increase membership retention. Since membership retention is important, the committee will contact non-renewal members personally to encourage continued support. In addition, they define guidelines which govern the use of the AAEM membership list by other organizations as approved by the board of directors.

## **Operations Management**

The Operations Management Committee creates resource catalogs for operations management best practice processes. They collect operational best practices and make them available as a resource tool for groups interested in these initiatives. The committee also creates a data warehouse for ED metrics and operational benchmarks: Make available operational data to AAEM's members, including solicitation of AAEM membership for data to populate the warehouse. They develop the curriculum for the beginner-level ED Management Solutions course, as well as the yearlong advanced-level ED Operations and Management certification program, which includes pre-conference courses at the AAEM Scientific Assembly.

## **Palliative Care**

This committee provides resources and guidance to members and the board of directors in regards to the development of palliative care competence relevant to emergency physicians across all levels of experience.

## **Pain and Addiction**

This Pain and Addiction Committee provides guidelines for the administration of safe, effective and efficient analgesia and procedural sedation in the ED, and addressing and treatment of addiction that are patient-centered, evidence-based and commercial-bias free format. The committee disseminates knowledge by creating pain management guidelines, promoting advanced concepts in pain management and sedation, and by multi-specialty collaborations.

## **Section Leadership**

The Section Leadership Committee has been created to provide a formal mechanism for section leadership to collaborate on initiatives and share ideas with one another that may benefit each section.

## **Social EM & Population Health**

The Social EM & Population Health focuses on the emergency physicians who are the front line providers for under-served patients and witnessing the downstream effects of social determinants of health every day. Social EM is an emerging niche that explores the social forces that impact our patients and how these

## **STRUCTURE OVERVIEW**

forces intersect with systems of emergency care. This committee focuses on advocacy, education about self-diminishing of health and research in service of our patients and communities.

### **Social Media**

The Social Media Committee assists AAEM in getting more involved on online platforms such as Facebook, Twitter, and any other medium that could be used to get our message out to members and potential members.

### **Wellness**

The Wellness Committee studies root causes of burnout and promote wellness and career longevity for AAEM members.

# STRUCTURE OVERVIEW

## Interest Groups

The president establishes Interest Groups and/or Executive Committee as a group of AAEM members who have a common interest that affects both the Academy and emergency medicine as a specialty not covered by either a committee or task force. Dues will be determined by the AAEM BOD and will be used to support productivity and communications of the group to include Listserv access, mailings and a meeting room each year at the Scientific Assembly. Each interest group will have a chair responsible for its direction, productivity, and meetings. This chair will be selected by the interest group by a majority vote.

### **Aging Well in Emergency Medicine Interest Group**

The AAEM Aging Well in Emergency Medicine Interest Group (AWEMIG) was founded to address issues and concerns for our community of experienced emergency medicine trained and board certified physicians as they enter the more senior phase of their career. As our specialty matures, there are a growing number of mature emergency medicine physicians. The AWEMIG would provide a forum for issues specific to this cohort of AAEM members. There is no age limit for AAEM AWEMIG members, as the issues may be relevant to different individuals at slightly different ages depending on the track of their career and lives.

### **Geriatric**

The Geriatric Committee promotes geriatric emergency medicine education for all emergency physicians through a collaborative national and international exchange of ideas.

### **Rural Medicine Interest Group**

The Rural Medicine Interest Group will provide doctors working in small community and critical access hospitals the opportunity to interact, network and support each other. This will be a forum to discuss some of the challenges unique to hospitals with limited resources and share solutions.

### **Simulation Interest Group**

The AAEM Simulation Interest Group is founded to foster a global community of practice in simulation-based education, training, and assessment. The purpose of this international community is to educate members on best simulation practices, research, debriefing techniques, and operations. Members will share evidence-based practices, write position papers and expert commentaries on simulations in emergency medicine education and research. Membership is open to all AAEM members interested in simulation.

# STRUCTURE OVERVIEW

## Sections

The Board of Directors of the Academy may approve the formation of sections by members of the Academy. Establishment of a new section must be approved by a majority vote of the Board of Directors. Each section will have their own bylaws that conform to the bylaws of the Academy and be governed by a section council. The section council will consist of a section chair, section immediate past chair, section chair-elect and secretary-finance chair. Additional members of the Council will be defined by their bylaws.

### **Critical Care Medicine Section**

Critical care is an ever-revolving field with major advances, and the goals for this section are to keep you up-to-date by writing guidelines or position statements, networking, developing a job database, and providing mentorship. The Critical Care Medicine Section (CCMS-AAEM) aims to engage your clinical interests.

### **Emergency Medical Services Section**

This section was founded to foster the professional development of its members and to educate them regarding emergency medical services. They act as a liaison with other national EMS societies and provide consolation to government agencies.

### **Emergency Ultrasound Section**

This section was founded to foster the professional development of its members and to educate them regarding point of care ultrasound.

### **Justice, Equity, Diversity, and Inclusion Section**

The purpose of this section is to promote and increase diversity throughout the practice of emergency medicine (including but not limited to race, ethnicity, religion, gender, sexual orientation and ability) throughout our subspecialty at every level of leadership. The JEDI-AAEM Section aims to actively support and mentor underrepresented minorities and culture champions at various stages of education, training and career, as well as collaborate with reputable organizations that support such efforts.

### **Locum Tenens Section**

### **Women in Emergency Medicine Section**

The Women in Emergency Medicine Section (WiEMS-AAEM) is constituted with a vision of equity for AAEM women in emergency medicine and a purpose to champion the recruitment, retention, and advancement of women in emergency medicine through the pillars of advocacy, leadership, and education.

### **Young Physicians Section**

AAEM Young Physicians Section (YPS-AAEM) membership is open to all emergency medicine residency-trained Fellow-in-Training, Associate or Full Voting members of the American Academy of Emergency Medicine who are within the first five years of professional practice after residency or fellowship training.

# COMMITTEE, INTEREST GROUPS, AND SECTIONS

## Composition, Eligibility, Appointments, & Terms

### Committees

- All committees shall have at least five members.
- Each committee will have a chair responsible for its direction, productivity and meetings.
- Committee Chairs/Vice Chairs
  - The AAEM President-Elect will appoint the Chairs/Vice Chairs of each committee and will be selected on the basis of his/her active participation, organizational skills, and evidence of leadership abilities within AAEM.
  - In addition, individuals fulfilling the above criteria, but who have not served as members of the committee, but have served in a similar capacity as a chair on a comparable committee or other comparable professional society, would be eligible to serve.
  - The Chair/Vice Chair will be invited to serve for a term of two years, regardless of the number of years he/she may have already served as a member of the committee. Committee Vice Chair term is two years, ascending to Committee Chair, which is a two-year term. Total leadership term is four years. The Chair of the committee will be limited to serving a maximum of one term at a time and will be eligible to serve again after a period of four years (i.e., two terms).
- Committee Members
  - All members of the AAEM and RSA in good standing are eligible to serve as members on committees.
  - A call for committee nominations is sent to all AAEM members on an annual basis.
  - The link to apply to committees will be active year round, however, appointments will be confirmed on a quarterly basis.
  - Non-members may be asked to serve in an adjunct role on committees for a specific purpose or time period. These appointments must be approved by the AAEM president in consultation with the committee chair.
  - Committee Members will be selected by the AAEM President-Elect/President with input from the leadership of the committee and will be invited to serve for a term of one year. Committee should be composed of a mix of “new” members and members who have served on the committee whenever possible to assure continuity.
  - On an annual basis, eligible members will have the option of being reappointed to a committee as long as they are active members of the committee.
  - The president/president-elect will consult the committee chair/vice chair, along with staff, regarding committee engagement prior to the renewal notification being sent. Each committee member status will be reviewed as being active or inactive committee members.  
**Active Committee Members:** Active is defined as activity participation in committee meetings, meetings and projects.  
**Inactive Committee Members:** Inactivity is defined as nonparticipation in committee meetings, meetings and projects. Inactive committee members are not eligible to be reappointed to the particular committee.
- Advisors
  - May be appointed by the president and president-elect for a term of one year and may be reappointed for one addition term of one year (or two consecutive years).
  - The advisory role is a non-voting role and meant to act in a supporting role and as a source of historical knowledge and advisement.
- Board Liaison
  - A Board liaison will be appointed by the AAEM president.



# COMPOSITION, ELIGIBILITY, APPOINTMENTS & TERMS

## Task Forces

- Each task force will have a chair responsible for its direction, productivity and meetings.
- All members of the AAEM and AAEM/RSA are eligible to serve on task forces.
- All task force chairs will be appointed by the AAEM president/president-elect.
- A Board liaison will be appointed by the AAEM president/president-elect.
- The terms of the chair and members is limited to task force charge. The expectation is that the group will disband when the goals have been completed.

## Interest Groups

- All special interest groups will have a minimum of 10 members from the Academy.
- Special interest group members must be members of the Academy.
- Each special interest group will have a chair responsible for its direction, productivity and meetings.
- The chair will be selected by the interest group by a majority vote.
- A Board liaison will be appointed by the AAEM president/president-elect.
- Special interest groups can be dissolved if the number of members falls below the minimum required number or by a 2/3 vote of the Board.

## Sections

- All sections will have a minimum of 50 members from the Academy. No section shall be created until the initial section bylaws are approved by the executive committee or the board of directors.
- Section members must be members of the Academy.
- A member may join any section for which they meet membership requirements providing the member pays any applicable dues for the section.
- The section chair will be selected by the section members by a majority vote.
- The term of all section chair members is one year. Term limitations are established at two consecutive terms for each office.
- Any section may be dissolved by a vote passed by at least two-thirds of the entire AAEM board of directors when the actions of a section are deemed to be in conflict with the bylaws, ethical principles, or the mission of the Academy.

## Committee Member Appointment Process

- All members of the AAEM and RSA in good standing are eligible to serve as members on committees.
- On an annual basis, current members of committees will be sent a link to renew their membership on committees. In addition, a call for committee nominations will be sent to all AAEM and RSA members to join committees.
- The link to apply to committees will be active year round, however, appointments will be confirmed on a quarterly basis. [CLICK HERE](#) to join a Committee.
- The President/President-Elect will consult Committee Chairs on appointments prior to making them.

# GENERAL POLICIES & EXPECTATIONS

## Communication on Behalf of AAEM

- According to AAEM's policies and procedures, any communication on behalf of the Academy shall be official, at the direction of the AAEM president.
- No communication, policy, statement or like either verbal or written, may be released without the approval of the AAEM president, who has the option to query the Executive Committee and/or Board of Directors.
- Verbal or written statements shall not be made that conflict with the mission or policy of the Academy.
- While the AAEM president is the official spokesperson of the Academy, individual members will be allowed to express their personal views in appropriate Academy forums.
- To control official communications stationery shall be for use of the staff and the AAEM president only.
- Staff will prepare letters sent on behalf of the Academy with a copy remaining in the office.
- Members of the Board of Directors committees or ad hoc task forces may not use AAEM letterhead. Exceptions may be made to this policy so long as the purpose of the communication is made known and approved by the AAEM president in advance. If the exception is approved, a copy of the communication shall be provided to staff within 24 hours of dissemination for permanent file retention.
- Any member receiving salary from an organization defined as a commercial interest by the ACCME is excluded from serving on any AAEM committee responsible for programming educational activities. This would include, but is not limited to, the Education Committee and its work groups.
- Members employed by industry may join any other committee; however, these members are not eligible to participate in the following activities:
  - Authorship or co-authorship of CPC statements
  - Planning or execution of any accredited CME activity
- Members affected by the above standards because of committee or other appointments should provide updated disclosure information annually.
- All committee financial requests require prior approval from the Board of Directors. For example, any committee projects that have a financial implication, including audiovisual, additional staff support for special projects, and food and beverage other than what is provided as part of the Scientific Assembly by the AAEM must be approved in advance by the Board of Directors.
- Committees, Subcommittees, Interest Groups, and Section Leadership must have equitable representation with regard to race, gender, gender identity, ethnicity, religion, practice setting, geography, and age.
- All requests for financial support must utilize the Board Proposal Form.
- MyAAEM online community is the preferred method of communication among other group members and/or AAEM Members.

## General Expectations

Annually, each committee member is provided with a "Committee Reference Manual" that provides the purpose, duties, powers, and composition, as well as, appointment and operating procedures of Committees.

- All members who participate in an AAEM Committee, Task Force, IG and/or Section leadership role are responsible for reading, signing, and complying with the Code of Conduct & Ethics Policy.
- All members who participate in an AAEM Committee, Task Force, IG and/or Section leadership role are responsible for attending meetings as designated by each Chair.
- All members who participate in an AAEM Committee, Task Force, IG and/or Section leadership role are responsible for proper preparation and active participation in Council/Committee work.

## **GENERAL POLICIES & EXPECTATIONS**

- All members who participate in an AAEM Committee, Task Force, IG and/or Section leadership role are responsible for professional and appropriate communication and interaction with Chairs and AAEM Staff.

### **Attendance Expectations**

AAEM Committee, Task Force, IG and/or Section leadership members have a responsibility to participate in the work of their group. Members are expected to RSVP regarding their participation for meetings. If a member misses three or more meetings of the committee, that member may be asked to step down from their role.

### **Compliance**

Should a member become non-compliant due to lack of participation or violation of the Code of Conduct & Ethics Policy, the AAEM Board of Directors may remove the member in question from their term of service and appoint a replacement member.

### **Disclaimer**

The reference manual is intended to be a living document. If changes occur during a term, each Committee, Task Force, IG and/or Section leadership will receive a notification with a link to the updated reference manual.

# GENERAL POLICIES & EXPECTATIONS

## Meetings

The majority of the work is done via zoom meetings, below are some tips to help optimize meetings conducted:

1. **Each member should “Accept” or “Decline” the calendar invite sent to him/her from the staff.**  
Responding to the meeting invitation will allow staff to communicate with the Chair regarding conference call participation.
2. **Prior to the meeting, each member should review the agenda and supporting materials.**  
The zoom meeting link/ID and passcode should be handy in order to facilitate timely access to the meeting. Timeliness for all members is essential to ensuring that committee business can begin in a timely fashion. Please communicate directly with the staff liaison and Chair if your plans for meeting participation change at any time. Individuals who are slated to speak and lead discussion about agenda items should anticipate potential questions and provide a plan for response.
3. **Mute your microphone**  
To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
4. **Be mindful of background noise**  
When your microphone is not muted, avoid activities that could create additional noise, such as shuffling papers.
5. **Position your camera properly**  
If you choose to use a web camera, be sure it is in a stable position and focused at eye level, if possible. Doing so helps create a more direct sense of engagement with other participants.
6. **Limit distractions**  
You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and muting your smartphone.
7. **Avoid multi-tasking**  
You'll retain the discussion better if you refrain from replying to emails or text messages during the meeting and wait to work on that PowerPoint presentation until after the meeting ends.
8. **Prepare materials in advance**  
If you will be sharing content during the meeting, make sure you have the files and/or links ready to go before the meeting begins.

## Davis Rules of Order Summary

AAEM uses Davis Rules of Order as the governing rules for motions during meetings. Most often, committees, task forces, and sections hold discussions rather than making motions. However, this background will give you an idea about how the AAEM board of directors discusses proposals submitted by committees, task forces, and sections for funding, position statements, new events, etc.

# GENERAL POLICIES & EXPECTATIONS

## Davis Rules of Order

Table 1 *Rules Governing Motions*

	Interrupt Speaker?	Second Needed?	Debate Allowed?	Amend-able?	Motions to Which It Applies	Motions That Can Be Applied to It	Vote Required for Passage
<b>Precedented Motions<sup>a</sup></b>							
<i>Privileged Motions</i>							
10. Adjourn	No	Yes	No	No	None	None	Majority
9. Recess	No	Yes	Yes <sup>b</sup>	Yes <sup>b</sup>	None	Amend <sup>b</sup>	Majority
<i>Subsidiary Motions</i>							
8. Postpone Temporarily (Table)	No	Yes	No	No	Main	None	Majority
7. Vote Immediately	No	Yes	No	No	Debatable	None	2/3
6. Limit Debate	No	Yes	Yes <sup>b</sup>	Yes <sup>b</sup>	Debatable	Amend <sup>b</sup>	2/3
5. Postpone Definitely	No	Yes	Yes <sup>b</sup>	Yes <sup>b</sup>	Main	Amend, <sup>b</sup> vote immediately, limit debate	Majority
4. Refer for Decision	No	Yes	Yes <sup>b</sup>	Yes <sup>b</sup>	Main	Amend, <sup>b</sup> vote immediately, limit debate	Majority
3. Refer for Report	No	Yes	Yes <sup>b</sup>	Yes <sup>b</sup>	Main	Amend, <sup>b</sup> vote immediately, limit debate	Majority
2. Amend	No	Yes	Yes	Yes	Rewordable	Vote immediately, limit debate	Majority
<i>Main Motions</i>							
1. a. The Main Motion	No	Yes	Yes	Yes	None	Specific main, subsidiary	Majority
b. Specific Main Motions Reconsider	Yes	Yes	Yes <sup>b</sup>	No	Main	Vote immediately, limit debate	Majority
Rescind	No	Yes	Yes	No	Main	Vote immediately, limit debate	Majority
Resume Consideration (Take from the Table)	No	Yes	No	No	Main	None	Majority
<b>Incidental Motions<sup>c</sup></b>							
Appeal	Yes	Yes	Yes	No	Rulings of chair	Vote immediately, limit debate	Negative majority
Suspend Rules	No	Yes	No	No	None	None	2/3
Consider Informally	No	Yes	No	No	Main	None	Majority

<sup>a</sup> Precedented motions are indicated from 1 to 10 in increasing order of precedence.

<sup>b</sup> Limited use.

<sup>c</sup> Incidental motions must be decided immediately.

Note: The motion to recall, rarely used, has a precedence of 4+. It is handled exactly like either motion to refer except that it cannot be amended and it applies only to the motion to refer.

Table 4 *Rules Governing Requests*

	Interrupt Speaker?	Second Needed?	Debate Allowed?	Amend-able?	Motions or Action to Which It Applies	Motions That Can Be Applied to It	Vote Required for Passage
<b>Requests</b>							
<i>Conditional Requests<sup>a</sup></i>							
Question of Privilege	Yes	No	No	No	None	None	Majority
Withdraw Motion	Yes	No	No	No	All	None	Majority
Division of Question	No	No	No	No	Main	None	Majority
<i>Mandatory Requests<sup>b</sup></i>							
Point of Order	Yes	NA <sup>c</sup>	NA	NA	Any error	None	No vote
Parliamentary Inquiry	Yes	NA	NA	NA	All	None	No vote
Division of Assembly	Yes	NA	NA	NA	Indecisive vote	None	No vote

<sup>a</sup> Conditional requests must be granted or voted on immediately.

<sup>b</sup> Mandatory requests must be granted immediately.

<sup>c</sup> NA = Not applicable.

# OVERVIEW OF ROLES & RESPONSIBILITIES

## Overview of Board Liaisons

A Board of Directors Liaison is assigned to each committee, taskforce, section, and interest group. The President appoints the Board Liaisons after the first board meeting at the Scientific Assembly. The role of the Board Liaison is to serve as a communication conduit between the Board and the committee, taskforce, section or interest group. Chairs should assure participation of their Board Liaison in all activities, including mailings, e-mails, and meetings. In addition, the chair should contact the Board Liaison whenever assistance is required or advice is sought.

## Overview of Chairs

The primary responsibility of each Chair is to complete the assigned objectives. Chairs should maintain communication with their members and the Board Liaison. Chairs should monitor progress of assignments and provide leadership to their members. Chairs may develop workgroups as needed to complete assigned objectives. It is recommended that the chair develop a timeline for the completion of objectives with the major components of the tasks outlined and with clearly stated deadlines. Assignments should be distributed and understood by all members. While formal meeting minutes are not required, brief reports are often valuable to document task assignments and progress. Chairs should convene and preside over meetings and other means of communication. They should ensure that all members are assigned to serve on workgroups to fully participate in the committee/task force/IG/Section activities. Chairs should promote leadership development by assigning increasing responsibilities to members who demonstrate leadership potential. Chairs must provide a written report prior to the Scientific Assembly for the Board's review. Chairs may also be asked by the President to provide an article for Common Sense to update the membership on a project or issue.

## Overview of Vice Chairs

The primary responsibility of each Vice Chair is to support the Chair and handle any tasks assigned by the Chair. If the Chair is not available for a meeting, the Vice Chair would preside over the meeting.

## Overview of Committee/Task Force/IG and Section Council Members

Members are expected to attend at least 75% the meetings of the committee, taskforce, section council or interest group. They should assist in completing objectives by accepting task assignments and meeting deadlines. Members should participate in discussion and offer constructive criticism, as well as suggestions for future activities.

## Board Liaison

### *Board Liaison Appointments*

- Board Liaisons are current Board of Director members.

### *Objectives of Board Liaison:*

- To improve communication between the Board of Directors and Committees within AAEM.
- To help facilitate Committee work, especially when there is a need for Board of Director support or approval.
- To help identify any concerns raised at the committee level and support effective discussion with the Board of Directors to resolve any barriers or controversy.

### *Board Liaison Responsibilities*

- Provide open communication for the committees with the AAEM Board of Directors, promptly informing the president or Executive Committee with any issues of any conflicts or significant concern of their committees, interest groups, and/or sections.

## OVERVIEW OF ROLES & RESPONSIBILITIES

- Obtain from the Committee Chair a list of proposed goals/activities for the year and ensure they align with the AAEM mission and vision.
- Ensure the Chairs understand your role; Board Liaisons serve in advisory and communication roles. They convey the will of the board to the committee and the wishes of the committee to the board.
- Advise and assist committees who need to communicate with other councils, other committees or the Board of Directors. Request/communicate to the President and Executive Director when a Committee has an agenda item that requires approval from the Board of Directors.
- Review all proposed agenda items for the Board and have appropriate background information from committee prior to the Board of Directors meeting. Committee chairs should send any supporting materials to be included with the agenda item to the Executive Director no later than four weeks prior to the scheduled Board meeting.
- Present agenda items at Board meetings and lead the discussion.
- Report back to the committee via email regarding the discussion and any action(s) taken by the Board. Within one week of the Board decision.
- Be aware of any potential downfall within committees such as inactive committee members, stalled projects or committee dysfunction.
- Participate in committee activities in an advisory capacity:
  - The Board Liaison should actively reach out to help the committee to be productive.
  - The Board Liaison should only act in an advisory role; he/she is not part of the committee nor should he/she participate in the committee's work.
  - Monitor the level of committee involvement and ensure they are on target to reach their goals. Provide advice as needed. Help establish task deadlines as needed to meet Board deadlines.
  - Work closely with the Chair to ensure that the goals align with the overall AAEM mission.
  - Attend 75% of the committee, task force, interest group, and/or sections meetings.
  - Ensure Committee Chairs submit their Board Reports for Board of Directors meeting at the Scientific Assembly.

### **Committee/Task Force Chair**

#### *Committee Chair Appointments*

- Must be AAEM members in good standing.
- The President and President-Elect appoints the Vice Committee Chairs.
- Typically ascends from the Vice Chair, if ascending from the, the president and president-elect must review and approve.

### **Section Council Chair**

Section Chairs are elected by the section membership, terms are one year.

### **Interest Group Chair**

Interest Group Chairs are selected by the members of the interest group, there are no term limits.

# OVERVIEW OF ROLES & RESPONSIBILITIES

## *Chair Responsibilities*

- Provide open communication for the group with the Board Liaison.
- Prior to the new term each year, provides the Board Liaison with the committee, task force, IG, section purpose/mission and goals.
- The Chair sets the date, time, and place of meetings and prepares the agenda with the help of the appropriate AAEM staff liaison.
- The Chair runs the meetings and guides the members through the agenda items. Assigning members with any “action” items that come from the meeting and ensures follow-up is done.
- Responsible for the submission of the committee/TF/Section/IG goals and status reports for the in-person Board of Directors Meeting.
- Responsible to carry out assignments of the Board and/or President.
- Monitor the member’s engagement/involvement and communicate any concerns to the Board Liaison.
- Provide recommendations for committee vice chairs to the President, President-elect, and Executive Director when applicable.

## **Committee/Task Force Vice Chair**

- Must be AAEM members in good standing.
- The President and President-Elect appoints the Vice Committee Chairs.
- Term is two years, progressing to Committee Chair, which is a two-year term. Total term is four years.
- Vice/Committee Chair must be (or have served previously) on the committee to be appointed Vice Committee Chair or in a similar capacity within AAEM or another EM Organization.

## **Section Chair-Elect**

Section Chair-Elects are elected by the section membership, terms are one year.

## **Interest Group Vice Chair**

Interest Group Vice Chairs are selected by the members of the interest group, there are no term limits.

## *Vice Chair/Chair-Elect Responsibilities*

- Provide support to the Committee or Section Chair and offer assistance with fulfilling their responsibilities.

## **Committee Group Members**

### *Committee Member Appointments*

- Committee appointments will be made quarterly by the President/President-Elect and the term will be one year (terms are determined by the dates of the Scientific Assembly, not on a calendar year).
- Active committee members in good standing, may renew annually
- A call for committee interest will be sent and all applications must be completed online by the stated deadline, so that the committee assignments can be made by the President/President-Elect and accepted and confirmed by March 1<sup>st</sup> of the year in which the new term begins.
- The President/President-Elect may appoint committee members outside of the outlined process as needed.



# OVERVIEW OF ROLES & RESPONSIBILITIES

## *Committee/Section/Interest Group/Task Force Member Responsibilities*

- Understand the Academy's mission and vision.
- Support the Academy and its leadership through the activities of the committee, TF, IG, or Section.
- Fulfill the objectives of the committee, TF, IG, or section by accepting and collaborating with other members on specific tasks as assigned by the chair.
- Meet established deadlines in order to advance the objectives efficiently.
- Work to strengthen programs and services for members through the activities of the committee, TF, IG, or Section.
- Attend meetings and engage in discussion. Members are expected to RSVP regarding their participation for committee, TF, IG or section meetings\*.
  - \*If a chair, vice chair, or committee member misses three or more meetings of the committee (face-to-face, conference call, or electronic), that member may be asked to step down from the committee, non-renewable.
- Prepare for meetings by reviewing the agenda and supporting documents.
- Treat all information learned or shared at meetings as confidential and the intellectual property of the Academy.
- Work with staff as necessary to realize the goals of the committee, TF, IG or section. They are there to support and answer questions.

## **Advisors**

### *Advisor Appointments*

- The President/President-Elect may appoint advisors to a Committee in a non-voting position.
- Advisors serve for a 1-year term.
- All advisors must be AAEM members in good standing.

### *Advisor Responsibilities*

- All advisors are non-voting positions and they do not have the power to propose or second a motion, cast an official vote towards a quorum, or preside at any of the Meetings.
- Advisors act in a supporting role as a source of historical and institutional memory.

# RESOURCES

## Common Sense Article Submission Deadlines

Issue	Month	Copy Deadline
29-1	January/February 2022	December 1, 2021
29-2	March/April 2022	February 3, 2022
29-3	May/June 2022	April 1, 2022
29-4	July/August 2022	June 1, 2022
29-5	September/October 2022	August 1, 2022
29-6	November/December 2022	October 1, 2022

### Submit an Article

Articles for consideration should be submitted at the link below. Authors should also complete the Common Sense copyright form. Submit an article here: [https://www.aaem.org/forms/common\\_sense.php](https://www.aaem.org/forms/common_sense.php)

Questions? Contact Stephanie Burmeister at [sburmeister@aaem.org](mailto:sburmeister@aaem.org).

### Board Meeting Submission Deadline

Deadline to submit an agenda item for a board meeting is **20 days** prior to the scheduled start of the meeting. You can email the AAEM President ([president@aaem.org](mailto:president@aaem.org)) and Executive Director ([mzagroba@aaem.org](mailto:mzagroba@aaem.org)) to submit an item.

## MyAAEM

MyAAEM is a platform for AAEM members to network with each other and discuss issues facing emergency medicine today. A forum's value and effectiveness online is determined by the rules and procedures it adopts and, more importantly, by how closely aligned they are with the particular needs and requirements of that forum, accounting for its subject, overall aims, and participants'.discussions on different topics. All posts will follow the AAEM guidelines:

- It should be noted first and foremost that the interactive forum is NOT a mailing list. The forum is focused entirely on encouraging constructive debate on particular proposals. The norms and procedures adopted on mailing lists may therefore not apply and should not be assumed.
- ALL comments will be required to be relevant to the topic at hand in order to remain public. Any decent conversation veers off course every now and again but the overall focus of forum posts must remain on the precise proposals under discussion.
- Abuse, slander, personal attack, or threats - personal, organizational, legal or otherwise – will not be tolerated under any circumstances.
- Any posts not relating to AAEM or moving forward the AAEM mission will be removed.

# RESOURCES

## NATIONAL OFFICE:

American Academy of Emergency Medicine  
555 East Wells Street, Suite 1100  
Milwaukee, WI 53202-3823 USA  
Tel: (800) 884-2236 or (414) 276-7390  
Fax: (414) 276-3349  
Email: [info@aaem.org](mailto:info@aaem.org)  
Web: [www.aaem.org](http://www.aaem.org)

## AAEM Staff



**Missy Zagroba, CAE | Executive Director & AAEM/RSA Executive Director**  
[mzagroba@aaem.org](mailto:mzagroba@aaem.org)



**Kay Whalen, MBA CAE | Executive Director Emeritus & Consulting Partner, EDI**  
[kwhalen@aaem.org](mailto:kwhalen@aaem.org)



**Kathy Uy, MS CMP DES | Senior Meetings Manager**  
[kuy@aaem.org](mailto:kuy@aaem.org)



**Elizabeth Mueller | Chapter Division & Section Manager**  
[emueller@aaem.org](mailto:emueller@aaem.org)

## RESOURCES



**Erica Pollnow | Membership Manager**  
[epollnow@aaem.org](mailto:epollnow@aaem.org)



**Joshua Klimek | Website & Digital Content Manager**  
[jklimek@aaem.org](mailto:jklimek@aaem.org)



**Rebecca Sommer | Senior Education Manager**  
[rsommer@aaem.org](mailto:rsommer@aaem.org)



**Roxanne Dobbs | Education and Program Manager**  
[rdobbs@aaem.org](mailto:rdobbs@aaem.org)



**Stephanie Burmeister | Journal Administrative Manager, WestJEM (AAEM)**  
[sburmeister@aaem.org](mailto:sburmeister@aaem.org)

## RESOURCES



**Tom Derenne | Program Manager**  
[tderenne@aaem.org](mailto:tderenne@aaem.org)



**Danielle Neel | Administrative Manager**  
[dneel@aaem.org](mailto:dneel@aaem.org)

# TOOLKIT

## GENERAL

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### PROJECT PROPOSALS

Any new initiatives not included in the current AAEM approved budget will need to have a proposal submitted to the Board for consideration. The project template must be used and submitted 30 days prior to the Board Meeting the member would like it presented.

The template is available online to download, [CLICK HERE](#) to access the form.



### AAEM PROPOSAL TEMPLATE

#### INSTRUCTIONS:

This template is the required proposal format and should be completed in full. Please type your responses within the provided area when developing your proposal. Please use one template for each proposal you are submitting. Proposals are due 30 days in advance of the Board Meeting it is being presented at.

Individual / Group submitting proposal:

Date submitted:

Main Contact details (Name, Email):

Proposed project title:

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1. Will this project result in a paper or program?

2. State two (2) main objectives and three (3) goals of this proposal and how it meets the Mission of AAEM?

3. Provide a brief description of how your proposal will address an unmet need of AAEM.

4. Describe the target audience.

5. Please provide an outline of the project, including proposed contributors, format, and time schedule (half-day workshop, one hour didactic, etc.):

# TOOLKIT

**6. What is the budget for this project?** (Please include all project expenses. Type them here, or append a budget to this form.)

<i>Expense Item</i>	<i>Cost</i>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<i>Total</i>	<input type="text"/>

**7. If financial resources are needed, is external support/sponsorship expected?** (If so, please suggest possible sources and contact details.)

**8. What will be the volunteer time involved in the project?** (Please include project leader(s), AAEM members involved in the project, on-site participants, and any time contribution required from the Board)

**9. How much time and what skill sets does this project require from the AAEM Staff?** (For example, administrative, marketing, web services, development.)

**10. Are there any other comments you feel would help the Board of Directors in considering whether to approve this project?**

## BOARD REPORTS

Committees, TF, IG, and Sections will be required to submit at least one report to the Board of Directors for the in-person meeting held at the Scientific Assembly. Additional reports may be requested throughout the year by the President. The Board of Directors template should be utilized by the Chair of the Committee, TF, IG, and/or Section.

Committees, Interest Groups, and Sections Update Report: [CLICK HERE](#) to access the form

Task Force Report: [CLICK HERE](#) to access the form

# TOOLKIT



## Board of Directors Committee/IG/Section Report

Committee/IG/Section Name

### Leadership

Chair:  
Vice Chair:  
Board Liaison:  
Staff Liaison:

### Purpose

---

What are the 2022/2023 Goals:

Action Items:

#### Current Action Items

1.

#### Completed Action Items

1.

Work of the Committee/IG/Section is most frequently done by (i.e. email, meetings, etc.):

Dates of meetings (past/scheduled):

Please add any additional comments relevant for board review:



# TOOLKIT

## Promotions

AAEM staff are looking forward to providing support for your upcoming event or activity! Depending on the anticipated size of your event, we need 6 weeks minimum of advanced to start promoting it. For a larger event or an event with CME, we recommend at least 3 months advanced notice.

### To start promoting your event

1. Finalize all logistics (date, time, format/location, price, target audience, audience size, if CME is available, and topic/draft schedule) with your Staff Liaison
2. Work with your Staff Liaison to set up a meeting with the Senior Communications & Membership Manager, Sarah Balch, to discuss marketing your event
3. Send the draft event description to [sbalch@aaem.org](mailto:sbalch@aaem.org)
4. Send all speaker headshots to your Staff Liaison. If speakers are added or removed, we may not be able to accommodate graphic changes.
5. Once the event graphics and description are finalized, you can start promoting alongside AAEM's efforts!

### Staff will:

- Create branding for the event or activity, if provided at least 6 weeks advanced notice. (Staff needs two weeks to create the event branding.)
- Share the graphic with you so you can promote on your own
- Post at least once on Twitter on AAEM or AAEM/RSA's channel if appropriate and given advanced notice for the event
- Include your event or activity in Insights each week leading up to the event or activity

### How You Can Boost Promotions

In addition to AAEM national's events and activities, we have 30+ Committees, 6 Sections, and 13 Chapter Divisions. We can't always provide your event or activity the spotlight you would like on our social media or through dedicated e-blasts.

You are the best promoter of your event or activity! You know why your event or activity is important, and the chances are, you know people who would find this event or activity relevant to them.

Here are easy ways you can promote alongside of AAEM's efforts:

- Follow AAEM and AAEM/RSA on Facebook, Instagram, Twitter, and LinkedIn at [@AAEMinfo](#) and [@AAEMRSA](#), so you can like and share the posts easily with your followers and connections
- Share the social media graphics and text on your personal social media account
- Post about the event or activity in MyAAEM
- Send the graphics to the speakers or other event attendees to share as well
- Forward one of the event promotion emails to your colleagues or professional contacts

# TOOLKIT

## Social Media

If you have something you would like shared on AAEM's social media channels, please email AAEM's Website and Digital Content Manager, Josh Klimek, at [jklimek@aaem.org](mailto:jklimek@aaem.org). Include:

- **REQUIRED:** Your suggested caption (or description) for the post. (Tweets can't be longer than 280 characters)
- **REQUIRED:** Timeframe for posting – we will try to accommodate last minute requests but would prefer at least 48 hours advanced notice. Even if you don't have the photo to go along with it yet, please email staff to let us know it's coming so we will watch out for it.
- Any photos or graphics
- Social media handles for any person, organization, or account that should be tagged in the post (@DrXYZ, @EMorganization, etc.)
- Any relevant hashtags you'd like us to use (#Ultrasound, #EmergencyMedicine, etc.)
- The specific channels you'd like it posted on: AAEM is active on Twitter, Instagram, LinkedIn, and Facebook

### Recommendations:

- Make it interesting, relevant, and timely.
- Include a link to learn more if appropriate
- Include a photo or infographic when appropriate. The photo or infographic should not be copyrighted. By sending it to us, you are giving and have the authorization to give AAEM permission to share this photo or graphic however we see fit.
- Include hashtags and tag people, organizations, and accounts to increase the potential reach of the post.

### Graphic Needed:

If you would like an infographic to go with your social media post but you don't have one created, please email what you would like included to [jklimek@aaem.org](mailto:jklimek@aaem.org).

Staff need 2 weeks to create a graphic.

### AAEM will not post:

- Anything that does not align with [AAEM's mission](#) and [values](#).
- Anything that does not align with [AAEM's Social Media Policy](#).
- Events and opportunities hosted by other organizations. Please complete the [Recommended Conference Application](#) or contact [info@aaem.org](mailto:info@aaem.org) for questions.
- Posts that are only relevant to a small audience. Posts will be shared on AAEM's national social media accounts so they should be relevant to a broad audience. For example, "join us for our next committee or council meeting on x day" would not be shared because that would only be relevant to your committee or section.

## Podcast

If you are interested in starting a podcast or recording an episode, please reach out to AAEM's Website and Digital Content Manager, Josh Klimek, at [jklimek@aaem.org](mailto:jklimek@aaem.org) to discuss.

# TOOLKIT

## How to request CME for an event

In order to request CME for an event, the lead for the event will need to complete the CME application.

The CME planning process is based on criteria of the Accreditation Council for Continuing Medical Education (ACCME) and the AAEM CME Mission Statement. This application represents the process for attempting to receive CME credit for the proposed activity. An application will be considered for ACCME Subcommittee review after completing this document. **The deadline for completion of this form is 4 months prior to the date of the activity.** For more information on the ACCME criteria, refer to the [Standards for Integrity and Independence in Accredited Continuing Education](#).

Complete the CME application here: [https://www.aaem.org/forms/cme\\_application.php](https://www.aaem.org/forms/cme_application.php)

If you have any questions, please contact Roxanne Dobbs, Program and Education Manager, at (800) 884-2236 or [rdobbs@aaem.org](mailto:rdobbs@aaem.org).

## How to Create an Event

### Getting Started

Sometimes the hardest part is getting started. Below, please find a list of suggested steps and tips to assist you in your planning process. If you find that you still have questions, or your question was not addressed in this toolkit please contact your staff liaison (contact information on page 27-29) or the AAEM National Office at [info@aaem.org](mailto:info@aaem.org).

### Start Planning

Scroll through the toolkit or click on each step to jump to that section.

1. Select the type of event
2. Choose a date, time & location
3. Secure funding
4. Advertising & Promotion
5. Request event materials
6. Host your Event!
7. Wrap up
8. Tips for a Successful Event
9. Links to Event Planning Forms

### 1. Select the Type of Event

In an effort to streamline your planning and focus on the goal of your event, AAEM suggests that you first identify what type of event you plan to have. AAEM has created three event categories to consider:

1. Educational: Learning a new medical skill/ technique, study group (3<sup>rd</sup> year residents), residents day, conferences

# TOOLKIT

2. Networking: Luncheons, group dinners, cocktail hour, office/practice reception, exercise group, book club, etc.
3. Program: Webinars, business modules, or best practice sessions

The above categories and events are just suggested ideas. We encourage you to be creative and have fun with the structuring of your event. Another thing to consider at this point in your planning; would your event benefit from having a speaker, or would a panel discussion add value to your event? This is something you should decide early in the planning process, as you will want to consider any costs/fees associated with having a speaker and use your advertising to attract potential attendees.

## 2. Choose a Date, Time and Location

Next, you will want to select a date, time, and location for your event. The earlier this is decided the better, to allow for maximum attendance. A few things to be mindful of when selecting the date and location; other local events are taking place in your area (relays/marathons, concerts, festivals), try to avoid selecting dates that compete with other major emergency medicine meetings out of state (although, hosting an event in conjunction with a major emergency medicine meeting in your area could help increase attendance), and make every attempt to avoid any national/religious holidays. Please note that AAEM will not provide CME for events that take place within 30 days before or after Scientific Assembly.

Other factors to consider in selecting a location are venue fees, food and beverage minimums (hotel or restaurant venues), attendee capacities, permissions/permits (outdoor events), available parking, and the convenience of public transport.

## 3. Secure Funding

You will need to determine if funding is required in order to successfully execute your event. If so, we have two strategies to help with your fundraising efforts:

1. Registration/Attendance Fee: You could charge attendees a fixed registration fee to attend. Again, you will want to clearly communicate this with your attendees prior to the event. It may be helpful to provide a brief description of what the fee includes or covers. This strategy may work well if a speaker is involved, or a development (professional or personal) session is part of your event.
2. AAEM Committee Support: Each committee will receive \$500 from the AAEM board to support their goals for the year. If more funds are needed, the Committee Chair will work with the Board Liaison to either request an additional \$500, or request more money to the Board of Directors to approve.

## 4. Advertising and Promotion

Now that you have all the logistics finalized, it is time to start advertising your regional event. You will want to be mindful of attendee capacities (does the venue you choose only allow a certain number of guests?). Know your target audience. Are you inviting AAEM Members only, or is this event open to all emergency medicine

# TOOLKIT

physicians in the area? You do not want to have to turn anyone away, so formulate a plan or strategy before you start advertising

The AAEM National office can help create an invite and advertise your event through various outlets including:

- Sending an E-blast to your target audience
- Posting it on the AAEM Website under Committee Events
- Posting it on our Social Media platforms (Facebook and/or Twitter)
- Including it in the AAEM weekly Insights

## 5. Request Event Materials

Being prepared on-site plays a major role in the success of your event. Your attendees do not see the planning phase of the event, just the onsite execution, so it is important to be prepared. You may request the necessary meeting and event supplies from the AAEM National Office.

Materials available for your request include:

- AAEM Membership Applications
- Name badges
- AAEM Pens
- AAEM Pins
- AAEM Magnets/Stickers

*\*\* Special requests are accepted and provided if available.*

Please submit all supply requests at least two weeks prior to your event. This will allow the AAEM National Office to receive your request, gather your items, and ship them to you in time for your event.

## 6. Host your Event!

The day of your event, make sure to have fun and take lots of pictures for the AAEM Website! Take mental notes of what went well, and what could maybe be improved for next time so they can be included in your debriefing form.

Share with attendees the great things that AAEM stands for and encourage others to host a regional event of their own!

## 7. Wrap up

Now that you have successfully hosted a AAEM Regional event, there are just a few final tasks that need to be done:

1. Meet with an AAEM staff member to discuss feedback. Your feedback is crucial to the success of this AAEM program and will allow us to continue the things we are doing well, and improve on things that could use some work.
2. Send any pictures for the AAEM website and any attendee lists for AAEM Member recruitment to the AAEM National Office at [info@aaem.org](mailto:info@aaem.org).

## TOOLKIT

3. Consider sending 'Thank You' notes when appropriate. Whether it's an email to attendees for coming, or to a corporate sponsor for their support, 'Thank You' notes are always appreciated!
4. Start planning your next event!