

Elections

- The GIR Nominating Committee, comprised of the current GIR Chair, Chair Elect, and immediate Past Chair, and other members as appropriate, will distribute a call for nominations for Steering Committee membership to the GIR community. The Committee is chaired by the immediate Past Chair.
- Once the call for nominations is closed, the Nominating Committee will put together a slate of proposed candidates. The candidates will be selected based on the diversity principles mentioned below, the candidate's contribution(s) to established GIR working groups and committees, and the information on the candidate's nomination form, which they fill out.
- By diversity, we mean the term in its broadest sense, including ethnicity, years of experience, and gender of the steering committee members. We are also interested in ensuring the diversity of subject matter expertise (e.g., we wouldn't want everyone on the steering committee to be an expert solely in research computing) and diversity in the institution they work for (e.g., we wouldn't want everyone to be from large, private medical schools in the Northeast).
- The slate of candidates will be shared with the GIR community for feedback to the Nominating Committee. Adjustments may be made. The national officers will be voted on by the voting members of the GIR. They will receive the online ballot via email, and it will remain open for exactly one week.
- If you are interested in self-nominating and feel that you meet the aforementioned criteria, please submit the below information and materials to gir@aamc.org. Please note that if you would like to nominate someone other than yourself, then you only need to provide that individual's name and organization. The Nominating Committee would then evaluate the nomination and, if eligible, the Committee would ask the nominee to submit all of the application information below.

Application Information

1. Name
2. Title
3. Institution
4. Email
5. Phone
6. Identification of seat (i.e., chair-elect, and/or steering committee member)
7. Professional photo (optional)
8. List of GIR participation (e.g., Spring Meetings [as past presenter and/or attendee], Leadership Institute participation, Work Groups, other GIR-related activities) - please be specific with events/activities, roles, and dates.
9. Brief statement of interest - As a Steering Committee member, how would you contribute to the GIR community? (*No more than 300 words.*)
10. Please indicate your primary focus:
 - Research technology
 - Education technology
 - Clinical technology
 - Librarian
 - Enterprise/multi-mission
11. Other - please indicate

The Nominating Committee seeks candidates who have exhibited multiple touch points in GIR participation over time and displayed a high level of engagement. More information about the GIR and its Steering Committee members is posted on the [GIR website](#). If you are interested in a role on the Steering Committee in the future, Steering Committee members encourage interested parties to reach out to them for guidance on how to develop the experience and knowledge in order to be prepared for and considered for the role.

Steering Committee Member Expectations

Role of the Chair

The Chair serves a 3-year term consisting of one year as Chair Elect, one year as Chair, and one year as Past Chair. The Chair is expected to participate in the same activities as the Steering Committee Members as well as periodic updates with AAMC staff, assisting with agenda preparation, representing the GIR at AAMC meetings, and providing strategic direction for the group. The role of Chair Elect includes serving as liaison to the Spring Meeting Program committee to familiarize the chair with the program process and member interests. The Chair leads all Steering Committee calls and meetings and the annual Membership/Business lunch at the Spring Meeting. The Past Chair also serves as Chair of the Nominations Committee.

Role of Member positions on the Steering Committee

GIR Steering Committee members are elected for 3-year terms. Elected members are expected to attend three meetings each year: GIR Spring meeting, winter steering committee retreat, and the AAMC Annual meeting. Steering Committee members are expected to develop and lead GIR initiatives and projects to benefit GIR members. Steering Committee members are expected to act as a liaison and/or participate in at least one Work Group or Community during their tenure.

Additional Responsibilities for all GIR Steering Committee Members

- Participate in at least two thirds of scheduled Steering Committee calls. There are approximately 10 calls scheduled per year. Calls are scheduled a year out, occurring at a consistent day/time each month for one year.
- Actively participate in the discussion during the meetings/calls. Offer ideas for projects or other initiatives that would benefit the GIR membership.
- Provide feedback for the annual IT survey to AAMC staff and recommend outreach strategies.
- If your schedule allows, attend possible additional in-person meetings, by invitation (if the meeting is sponsored by the AAMC, the AAMC will cover the cost to attend).
- Identify and reach out to potential speakers for GIR Meetings.
- Introduce speakers, facilitate discussions, identify topics for the annual spring IT Conference.
- Digest meeting evaluations (e.g., IT Conference, LIT) and incorporate into future programming.
- Recommend sites for future in-person meetings.
- Identify Director of Leading Information Technology in Academic Medicine (LIT) and promote attendance.
- Serve as an ambassador to the GIR – this includes meeting new attendees, welcoming back veteran attendees, identifying talent within the Group for leadership positions on Committees, Work Groups, projects, initiatives, etc.
- Serve as the Award Selection Committee for the GIR awards.