Roles and Responsibilities of WGEA Steering Committee Members

(Last updated January 17, 2017)

Chair-Elect (2-Year Term)

1) Serve as WGEA Treasurer
2) Serve as a Member of the WGEA steering committee
   a) Participate in planning agenda for WGEA Steering Committee meeting during the annual
      AAMC meetings
   b) Participate in planning the spring WGEA business meeting during the annual AAMC
      meetings.
3) Assist with stimulation, initiation and/or implementation of GEA initiatives by the WGEA at
   both the WGEA and AAMC annual meetings
4) Manage communications for WGEA including website, listserv, steering committee wiki and
   taking minutes of business meeting

Chair (2-Year Term)

1) Represent the WGEA at the annual AAMC meetings
   a) Serve as a member of the National GEA steering committee
   b) Responsible for attending National GEA Steering Committee meetings and reporting
      WGEA activities
   c) Serve as the liaison between the GEA and the WGEA Steering Committees
   d) Participate in planning the Annual GEA meeting
   e) Provides information and participate in discussions about national and local initiatives of
      the GEA with the membership of the WGEA
   f) Provider written report on WGEA projects
   g) Obtain information about initiatives being planned or implemented by the GEA
2) Serve on the WGEA Regional Meeting Planning Committee
3) Chair the WGEA Steering Committee and Business Meetings held at the AAMC and the
   WGEA Annual Meetings
   a) Conduct and set the agenda for meetings of the WGEA and its Steering Committee
   b) Report the activities of the national GEA
   c) Lead planning and implementation of projects for the WGEA/GEA
4) Maintain financial records for WGEA, in collaboration with national GEA/AAMC
5) Plan and conduct conference call meetings of Steering Committee as needed to
   a) update members on national GEA initiatives and seek input
   b) discuss issues of importance to WGEA

Past-Chair (2-Year Term)

1) Support Transition of Incoming WGEA Chair
a) Organize and forward to incoming chair key documents and resources
b) Be available to incoming Chair for consultation/guidance

2) Collect bi-annual dues from regional institutions each fall.
   a) Acknowledge receipt of dues from institutions.
   b) Send reminder dues letter to non-paying institutions in spring.
   c) Maintain and update institutional contact list for dues collection.

3) Serve as an active member of the WGEA steering committee
4) Chair the nominating committee for vacant Steering Committee positions
5) Serve in the role of Chair in the event current Chair is unavailable to conduct the annual Spring meeting
6) Inform discussions based on knowledge of historical, political and procedural precedents
7) Actively support ongoing WGEA initiatives

Undergraduate Medical Education (UGME) Representative - updated (3-Year Term)

1) Promote the development and continued improvement of undergraduate medical education programs to enhance medical students’ learning and subsequent performance as graduate physicians through:
   a) Stimulating, initiating, and/or implementing UGME initiatives at the WGEA and AAMC annual meetings.
   b) Promoting presentations of educational innovations and research at WGEA and AAMC meetings.
2) Represent the WGEA at the National UGME meeting at the annual AAMC meetings
   a) Member of the National UGME steering committee
   b) Assist in planning the National UGME meeting at the AAMC annual meeting
   c) Participate in discussions about national and local initiatives related to UGME
      i) Report on any WGEA UGME projects
      ii) Obtain information about initiatives being planned or implemented by the national UGME
3) Conduct a meeting of the UGME at the annual WGEA meeting
   a) Report on the activities of the National UGME
   b) Plan and implement projects/presentations for the WGEA related to UGME
   c) Participate with the WGEA Program Committee regarding the review process for UGME proposals of the WGEA annual meeting.
4) Member of the WGEA steering committee
   a) Plan agenda for WGEA steering committee meeting at the annual AAMC meetings
   b) Participate in the WGEA monthly steering committee conference calls
   c) Participate in planning the annual WGEA business meeting at the annual AAMC meetings
5) Collaboration with Outgoing Representative(s)
   Initiate handoff meeting with outgoing representative(s) once elected
Graduate Medical Education (GME) Section Representative - updated (3-Year Term)

1) Updates the Regional Chair and the national GME section Chair on the activities of the section.
2) The GME Section will propose and/or sponsors a session at the regional meeting of an area of interest.
3) Promote the development of education and research in graduate medical education through sponsoring presentations of the educational innovation and research results at the annual meeting.
4) Work with program chair(s) to identify and coordinate these components of the annual meeting.
5) With the help of the RIME section steering committee, identify GME related initiatives for the WGEA.
6) Work with the other GME regional heads and the national GME section chair to address issues arising from AAMC.
7) Attend WGEA Steering Committee meetings.
8) Prepare and distribute progress reports of GME Section activities at the WGEA Steering Committee meetings.
9) Conduct the Section Meeting of the GME at the annual regional GEA meeting, to include a report of the activities of the national GME section, and covering GME projects and issues of interest for the particular region.
10) Participate in planning the annual WGEA business meeting.

Continuing Education and Improvement (CEI) Section Representative (3-Year Term)

1) Represent the WGEA at the National CEI Section Meeting at the annual AAMC meetings a. Member of the National CEI steering committee
   a) Assist in planning the national CEI Section Meeting at the AAMC annual meeting
   b) Participate in monthly conference calls and other discussions about national and local initiatives related to CEI
   c) Report on any WGEA CEI projects
   d) Obtain information about initiatives being planned or implemented by the national CME Section and share it with WGEA Steering Committee
2) Conduct the Section Meeting of the CEI at the annual WGEA meeting
   a) Report the activities of the national WGEA
   b) Plan and implement projects for the WGEA related to CEI
3) Member of the WGEA steering committee
   a) Plan agenda for WGEA Steering Committee meeting at the annual AAMC meetings
   b) Participate in planning the annual WGEA business meeting at the annual AAMC meetings
4) Liaison to UGME and GME colleagues in the WGEA to foster communications and collaboration across the medical education continuum in the Western Region of the GEA
5) Be the ombudsman for stimulating, initiating and/or implementing CME initiatives at the WGEA and AAMC annual meetings

**Medical Education Scholarship, Research and Evaluation (MESRE) Section Representative - (3-Year Term)**

1) Participate in WGEA steering committee calls.
2) Participate in the National MESRE Section Steering Committee meeting at the AAMC Fall Meeting and in monthly phone calls.
3) Serve as a member of the National MESRE Nominating Committee
4) Participate in WGEA meeting planning or communicate with the Program Committee about the RIME program at WGEA meeting:
   a) Hold and lead the MESRE Section meeting at WGEA.
   b) Guide the section in conducting a research skills oriented workshop during WGEA.
   c) Facilitate presentations of WGEA grant recipients
5) Advance the agenda of research in medical education within the WGEA and coordinate regional and national efforts.
6) Oversee the WGEA research grant initiative
7) Facilitate abstract and poster reviews and awards as requested by the WGEA program chair.

**Member-at-Large (2-Year Term)**

1) Serve on the WGEA steering committee
2) Participate in planning agenda for WGEA Steering Committee meeting during the annual AAMC meetings
3) Participate in planning the spring WGEA business meeting during the annual AAMC meetings
4) Develops/manages a special project for WGEA

**Ad-Hoc Members**

1) Representatives from SIGs (CRIME, LIME, OSR) *(2-Year Term)*
   a) Participate in planning agenda for WGEA Steering Committee
   b) Participate in planning the spring WGEA business meeting during the annual AAMC meetings
2) Program Chair for Annual Meeting *(1-Year Term)*
   a) Consults with and advises the WGEA and WGSA (if applicable) Steering Committees and AAMC regarding decisions for the annual meeting
   b) Attend in the regional WGEA and WGSA (if applicable) business meetings at the Spring and AAMC meetings preceding the meeting they are hosting
   c) Sits on the WGEA Steering Committee from the close of the Spring Meeting until the close of their hosted meeting
d) Appoints a Program Committee that includes members of the host institution and members of the WGEA and WGSA (if applicable) Steering Committees

e) Responsible for the overall planning, implementation, and quality assurance for the annual Spring Meeting at their institution

f) Works with the Program Committee to:
   i) Identify the dates for the Spring Meeting
   ii) Select the meeting theme
   iii) Plan the call for proposals and submission review process
   iv) Create detailed program schedule with times, dates, and room locations
   v) Select registration fees in collaboration with the AAMC staff
   vi) Identify the plenary speakers
   vii) Plan the process for giving awards

g) Hosts monthly phone conferences during the preceding 12 months with weekly updates to the WGEA and WGSA (if applicable) during the last two months

h) Work with the staff at their host institution and the AAMC to coordinate registration and hotel accommodations

i) Responsible for the financial planning and tracking of all meeting expenditures and reporting of revenue to WGEA and WGSA (if applicable) Chairs

3) Program Chair-Designee for Annual Meeting (1-Year Term)
   a) Assists in the planning of the annual Spring Meeting with the Hosting Institution
   b) Organizes the meeting for the following year’s Spring Meeting at their institution
   c) Participates in annual and regional meetings

4) Immediate Past Program Chair (1-Year Term)
   a) Assists in the planning of the annual Spring Meeting with the Hosting Institution
   b) Provides guidance regarding the logistics of the Spring Meeting