

## **SGEA MESRE Chair** *Position Description*

### **Job Description**

---

The SGEA MESRE Chair is an elected position. The regional MESRE Chair has responsibilities to the national MESRE Section and to his/her regional MESRE section. These responsibilities are primarily committee work related to MESRE initiatives and to regional and national MESRE meeting programs. The regional MESRE Chair/Representative serves on the national MESRE Section Steering Committee and also as a member of their region's Steering Committee.

### **Mission**

---

To enhance the quality of research in medical education and promote its application to educational practice through collaborative activity with other regional chairs and the national MESRE committee

### **Duties and Responsibilities**

---

Each regional MESRE representative serves on 2 committees: 1) the national MESRE steering committee, and 2) the regional SGEA steering committee. Each committee has specific responsibilities and duties outlined below.

As a member of the national MESRE steering committee, each regional MESRE chair works to:

1. Oversee the work of the MESRE section
2. Plan MESRE section initiatives in line with the sections goals
3. Respond to and facilitate participation in GEA initiatives

#### **Regional Duties**

*Coordinate regional call for collaborative grant proposals and manage the grant process including review of proposals and funding of accepted projects*

1. Work with steering committee to update call for collaborative grant proposals in January
2. Coordinate with SGEA chair to send call for collaborative grant proposals in mid-March
3. Manage submitted proposals through September to ensure all proposals are complete.
4. Past Chair of SGEA coordinates the review and grant recipient selection process (traditionally reviewers are comprised of a sub-group of the SGEA Steering Committee). Typically there 3 grant reviewers for each proposal
5. Review and collate grant reviews on all proposals by early November
6. Coordinate with Past Chair of SGEA to present the collated reviews to SGEA Steering Committee in November for review and final determinations of grant awardees.
7. Send decision letters by mid-December
8. Send award agreement to grant awardees

9. Work with AAMC staff to process payment of funds for each accepted project
10. Send list of awardees and title of project to AAMC staff of posting on SGEA website.
11. Follow-up with prior grant awardees to ensure completion of their projects within the original timeline
  - a. Each prior grant awardee should submit a 6-month progress report as well as a final progress report

*Work with the planning committee of the SGEA annual meeting to promote research and scholarship in medical education via related programming*

1. Offer a grant-writing workshop to foster collaboration and enhance quality of proposals
2. Ensure that all prior grant awardees have submitted an abstract within 3 years of funding
3. Coordinate Medical Education Scholarship Award (MESA) program
  - a. Prior to spring meeting: Recruit reviewers for MESA; assign reviewers to sessions identified for MESA review. Strive for 2 reviewers per session.
  - b. Provide reviewers with instructions and information on review process
  - c. Post meeting: Compile and tabulate MESA evaluations. Review evaluations for proper language regarding comments and feedback, deidentify (remove reviewer name from evaluation form), send evaluation to presenters, share list of perspective awardees to SGEA Steering Committee for review and approval. Notify awardees. Send list of awardees to AAMC contact for posting on SGEA website.
  - d. Prepare certificates for awardees

*Work with the other members of the SGEA Steering Committee to conduct regional affairs and present regional activities at national meetings*

1. Participate in monthly conference calls with the SGEA Steering Committee and provide an update on all MESRE activities
2. Attend in-person SGEA Steering Committee meetings (closed)
  - a. SGEA annual retreat (Spring)
    - i. Provide a 1-slide update on regional MESRE activities
  - b. AAMC annual meeting (Fall)
3. Attend the SGEA business meeting at the AAMC annual meeting (open)
4. Attend the GEA business meeting at the AAMC annual meeting (open)

*Assist with succession planning and transition as the regional chair term of service comes to an end*

1. MESRE regional chair is a 2-year term elected in odd-numbered years
2. MESRE chair-elect is a 1-year term elected in even-numbered years. Then serve as MESRE chair for 2 years.

## **National Duties**

*Work with the other MESRE regional heads and the national MESRE steering committee to address issues arising from the AAMC*

1. Participate in monthly conference calls of the MESRE steering committee
2. Attend in-person MESRE meetings at the AAMC annual meeting

- a. MESRE steering committee meeting (closed)
- b. MESRE business meeting (open)
  - i. Provide a 1-slide update of regional MESRE activities
- 3. Assist with recruitment of RIME planning committee nominations
- 4. Assist with annual RIME abstract reviews
- 5. Disseminate MESRE and GEA-sponsored projects
  - a. Ex. webinars, annotated bibliography, conferences