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							<i>Association of American Medical Colleges</i>

Deans' Assistants Group Member Handbook

Revised November 4, 2018

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Mission Statement, History, and Membership

Mission Statement

- To establish a national forum for the exchange of information and ideas among the dean's offices of the schools of medicine.
- To foster interrelationships and discuss programs, policies and procedures, organizational structure, and issues of common interest as determined by the participants.

History

In 1992, an insightful group of deans' assistants from California medical schools, who had been meeting together for several years, decided to open its membership to include deans' assistants from all AAMC medical schools. They hoped to develop a broader network in order to foster interrelationships. They could not have known how successful their idea would become. The Deans' Assistants Group was formed in 1994 and has progressed from an organization struggling to survive to one that is financially sound with members from schools of medicine across the United States, Canada and Puerto Rico. The Deans' Assistants Group, or the DAG, has increased its membership tenfold and salutes the institutions whose Deans have recognized DAG as a resource in supporting the membership and professional development of their assistants. One aspect that has continually proven invaluable to the members has been the networking available through this organization. Members serve as a national resource for solving local problems and, through this effective network, assist in moving institutions forward during this time of rapid change.

Membership

Membership is open to anyone who provides day-to-day assistance to a dean/and or members of the administrative support staff to the dean of a school of Medicine sanctioned by the Association of American Medical Colleges. Honorary membership is granted to representatives from the AAMC and the AMA.

Dues, payable annually, are based on a fiscal year beginning January 1 and ending December 31.

Structure

The constitution and bylaws identify how business is conducted.

Each year, a Nominating Committee is appointed to seek and receive suggestions from members of the Group for positions needing to be filled. Prior to the spring meeting, the Nominating Committee conducts the elections and reports the results at the spring meeting. Officers assume their positions at the close of that meeting.

The Board of Directors is composed of the Chair, Immediate Past-Chair, Chair-Elect, Secretary, and Treasurer. The first three serve one-year terms. The Secretary and Treasurer both serve two-year terms which are alternating. The Advisory Council includes the Communications Chair, Membership Committee Chair, Nominating Committee Chair, Planning Committee Chair, and four Regional Representatives. The Regional Representatives serve two-year terms.

The DAG meets twice a year. Fall meetings are always in the same location and during the same time frame as the AAMC's annual meeting. Locations and dates for spring meetings are determined by the organization. Typically, a member will volunteer to host the DAG at their location and will select the date, keeping in mind the climate for the area.

Honorary Titles

Founding Members

Founding members are defined as those that attended the 1993 meeting in Tucson, Arizona.

Alumna/Alumnus and Distinguished Alumna/Alumnus

All DAG members who have been members for five or more years *or* retired from their institution will be awarded the title of Alumna/Alumnus. All DAG members who have been a member of DAG for seven years or more and served the organization as an officer or member of the Advisory Board or retired from their institution will be awarded the title of Distinguished Alumna/Alumnus. The Alumna/Alumnus title allows the retired members to retain his or her address on the mailing list and continue to receive e-mails and attend the social activities associated with the DAG meetings.

The meeting registration fee is waived for those awarded Alumna/Alumnus status. Any fees for outside activities are the responsibility of the Alumna.

Source: DAG Meeting, October 2000, Updated DAG Meeting, April 2014

Constitution

Article I. Purpose

The name of this organization shall be *Deans' Assistants Group* (DAG), hereafter referred to as "the Group". Its purposes shall be to:

1. provide national, regional, and local networks for dean's assistants, increasing and strengthening their opportunities for individual and institutional cooperation,
2. provide professional development activities and opportunities for the dean's assistants that are not now offered by other national organizations, and
3. increase the visibility and presence of members of the Group.

Article II. Membership

There shall be one class of active membership. Membership shall be open to individuals who provide day-to-day assistance to the dean and/or members of the administrative support staff to the dean of a school of medicine sanctioned by the Association of American Medical Colleges (AAMC).

Membership is maintained through the payment of annual dues.

Article III. Board of Directors

1. The elected Board of Directors of the Group shall be a Chair, Chair-Elect, Past-Chair, Treasurer and Secretary. This Board of Directors shall be elected at the spring business meeting of the Group. An effort will be made to have diverse representation, based on ethnicity, gender, geographical regions, size and types of institutions, etc.
2. The terms of office of the Board of Directors shall be:

Chair – 1 year

Chair-Elect – 1 year

Past-Chair – 1 year

Secretary – 2 years (limit 2 consecutive terms)

Treasurer – 2 years (limit 2 consecutive terms)

Terms will begin at the close of the spring business meeting. The terms for the Secretary and the Treasurer will begin on alternating years.

3. The Chair shall preside at all meetings of the Group. The Chair shall appoint all committees of the Group with the approval of a majority of the Board and may serve as an *ex-officio* non-voting member of all committees.
4. The Chair-Elect shall act as a liaison to the Regional Representatives, maintain an ongoing interaction with the Chair and assume duties in the absence of the Chair.
5. The Past-Chair shall assume the duties of the Chair in the absence of the Chair and Chair-Elect.
6. The Secretary shall assume responsibility for recording and distributing all meeting minutes and shall maintain official records including the current Constitution, Bylaws and Policies.
7. The Treasurer shall be responsible for the financial management of the Group, and will maintain an accurate membership list with approval of the Board of Directors and with the assistance of the Membership Committee Chair and the Regional Representatives.
8. The Board of Directors shall carry out the purposes of the Group and act on behalf of the Group. The Board of Directors shall:
 - a. approve the annual dues and regulations governing their payment,
 - b. manage the property and financial affairs of the Group, with the authority to accept gifts to the Group,
 - c. uphold the provisions of the Constitution,
 - d. determine the time, place and program for the spring meeting of the Group and convene special meetings as needed,
 - e. publish a record of its meetings to the membership, and
 - f. authorize the establishment of standing committees of the Group.
9. Meetings of the Board of Directors and Advisory Council (see Article IV) shall be held in connection with the spring business meeting of the Group and at least one other time each year.

Article IV. Advisory Council

1. The Advisory Council consists of four Regional Representatives elected at the spring business meeting of the Group, a Communications Coordinator who is appointed by the Chair, and Chairs of standing committees, who are also appointed by the Chair.
2. The Communications Coordinator(s) shall be responsible for DAG social media sites (AAMC DAG website, AAMC DAG Listserv, LinkedIn, Facebook, etc.) and other external communications.

3. The Regional Representatives shall maintain contact with members within their region, helping to strengthen the Group and determine concerns of the membership, and will solicit possible agenda items for upcoming meetings.
4. The Advisory Council will provide assistance to the Board of Directors as requested.

Article V. Election

1. Only active members are eligible for election to the Board of Directors or Advisory Council. Nominations for the elective offices to be filled shall be made by a Nominating Committee appointed by the Chair, with advice and consent of the Board of Directors.
2. The Nominating Committee will report to the Board of Directors. Vacancies within the Board of Directors shall be elected prior to and announced at the spring business meeting of the Group.
3. A vacancy occurring on the Board of Directors for an unexpired term will be appointed by the Chair. A vacancy in the Chair will be filled by the Chair-Elect.
4. Any member wishing to be eligible for election to the Board of Directors or Advisory Council must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

Article VI. Meetings of the Group

1. The Group shall convene a business meeting at least once a year. The Chair or designee shall give notice to the membership of a meeting at least 30 days in advance of the meeting date. A quorum shall be thirty percent (30%) of the active membership. If there are items that require a vote, and a quorum is unattainable, then voting will be accomplished electronically, bearing in mind the same rules for quorum, i.e., 30% of the active members must vote in order for the outcome to be valid.

A meeting of the Group shall have authority to:

- a. amend the Constitution in the manner provided under Article VII,
 - b. express its views on professional matters,
 - c. act on recommendations presented to it by the Board of Directors, and
 - d. require the Board of Directors to report to the ensuing meeting on subjects within the province of the Group.
2. Members of the Group desiring to introduce resolutions or action motions must submit them in writing to the Chair or Secretary at least 24 hours prior to the business meeting. The Board of Directors shall, at the beginning of the business meeting, submit an agenda to the full membership in attendance for their approval.

3. Except as provided in the Constitution or rules adopted pursuant to it, the meetings of the Group shall be governed by *Robert's Rules of Order*.

Article VII. Amendments

1. This Constitution may be amended by a two-thirds vote of active membership. An amendment may be initiated by the Board of Directors or proposed to it by not fewer than thirty percent (30%) of the active membership. At its next meeting, the Board of Directors shall approve, amend, or disapprove a proposal submitted to it, and shall report its conclusions to the proponents. The Board of Directors shall report through the Chair or Secretary to the membership, at least one month before a meeting of the Group, all proposed amendments, together with recommendations made by the Board.
2. The Board of Directors may, as a result of action during the spring business meeting, call for a Constitutional amendment to be ratified by electronic ballot. A quorum shall be thirty percent (30%) of the active membership. If a quorum is unattainable, then voting will be accomplished electronically, bearing in mind the same rules for quorum, i.e., 30% of the active members must vote in order for the outcome to be valid.

Source: Adopted April 16, 1994; Amended July 25, 1995; Amended March 13, 1997; Amended March 18, 2014; Amended September 22, 2015; Amended November 4, 2018

Bylaws

Article I. Dues

1. The annual dues shall be established by a quorum of the active membership and approved by the Board of Directors. Membership dues shall be paid directly to the Treasurer of the Group.
2. Dues shall be payable annually, based on a fiscal year beginning January 1 and ending December 31.
3. Dues are payable by March 1.

Article II. Grievance and Sanctions

A member may be suspended by a two-thirds vote of the Board of Directors following due process for action or conduct detrimental to the interests of the Group.

Article III. Nominations

Pursuant to Article V, Paragraph 1 of the Constitution, a Nominating Committee shall be appointed each year to seek nominations from the active membership for all vacant positions and submit its report to the Chair or Secretary, for vote by the members thirty (30) days prior to the spring business meeting.

Article IV. Duties of Board of Directors and Advisory Council

Duties of the Board of Directors and Advisory Council not specified in the Constitution or Bylaws may be included by means of amendment to the Bylaws or by action of the Board of Directors.

Article V. Contracts

All contracts on behalf of the Group shall be negotiated by the Chair of the Group or his/her designees after prior approval by the Board of Directors through the regular budget process or by special attention.

Article VI. Quorum for Board of Directors' Meetings

Fifty percent (50%) of the membership of the Board of Directors and Advisory Council shall constitute a quorum at a regularly scheduled meeting.

Article VII. Amendments

Proposals to amend the Bylaws may be initiated either by the Board of Directors or by a petition presented to the Board and signed by no fewer than thirty percent (30%) of the active membership. A vote of the membership is required to amend, either two-thirds of the active members voting at the spring business meeting (provided written notice of the proposed change is given no less than thirty (30) days in advance of that meeting), or by two-thirds of the active members responding to an electronic email ballot provided thirty (30) days are allotted between the date of e-mailing the ballot and the date of the poll's closing.

Source: Adopted April 16, 1994; Amended March 13, 1997; Amended March 18, 2014; Amended September 22, 2015

Responsibilities of Officers

Board

The Board is composed of the Chair, Chair-Elect, Past-Chair, Secretary and Treasurer.

The Chair shall:

- solicit agenda items at each meeting for the next meeting,
- provide assistance and guidance to Board members, the Advisory Council and membership as necessary,
- preside at all DAG meetings,
- review membership to encourage and assure adequate regional representation,
- welcome each new member (letter, email, etc.),
- appoint and charge ad hoc committees as needed,
- coordinate submission of all required documents including IRS forms, etc.,
- review and approve previous meeting minutes within eight weeks of that meeting,
- serve as a mentor to the Chair-Elect,
- serve a one-year term and as a member of the DAG Board,
- provide one of two required signatures (Chair and Treasurer) for all bank withdrawals,
- appoint Committee Chairs and Communications Coordinator(s),
- convene quarterly Board meetings to be held in January, April, July and October, or more frequently via phone or e-mail, and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

The Chair-Elect shall:

- maintain an ongoing interaction with the Chair,
- serve a one-year term and as a member of the DAG Board,
- coordinate arrangements with the site coordinator for meetings over which the Chair-Elect will

preside as Chair,

- become familiar with all responsibilities of the Chair,
- assume the duties in the absence of the Chair. (Note: If the Chair-Elect succeeds the Chair before expiration of the Chair's term, this will not disqualify that individual for a full term as Chair.), and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

The Past-Chair shall:

- serve a one-year term and as a member of the DAG Board,
- serve as advisor to the Chair, Chair-Elect, and the Board,
- assume the duties of the Chair in the absence of the Chair and Chair-Elect, and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

The Secretary shall:

- Serve a two-year term as a member of the DAG Board. (Note: The term for the Secretary and Treasurer begin on alternating years with the Secretary beginning in even years and the Treasurer in odd years. They each serve a two-year term with a limit of two successive terms.)
- record the minutes of each meeting and provide a copy to the Chair for approval within six weeks of the meeting,
- submit minutes to Communications Coordinator for posting on the DAG website upon Chair approval,
- provide a copy of the minutes to each member,
- maintain official records including the current Constitution, Bylaws and Policies,
- provide one of two required signatures (Secretary and Treasurer) for all bank withdrawals in the absence of the Chair, and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

The Treasurer shall:

- serve a two-year term and as a member of the DAG Board. (Note: The term for the Secretary

and Treasurer begin on alternating years with the Secretary beginning in even years and the Treasurer in odd years. They each serve a two-year term with a limit of two successive terms.)

- provide one of two required signatures (Chair and Treasurer or Secretary and Treasurer) for all bank withdrawals,
- distribute membership dues notices,
- forward to the Membership Committee Chair the names of members who have not renewed membership,
- maintain financial responsibility for fiscal management of the DAG assets,
- present financial report of revenues and expenditures at the spring and fall meetings,
- maintain and update the list of DAG members as needed,
- coordinate meeting registrations with the Program Planning Committee Chair,
- assist the Meeting Coordinator(s) and Chair in oversight of the spring and fall meeting budgets,
- maintain accurate historical financial and membership records,
- provide names, titles, and school affiliations of new members to the Board and Advisory Council at the time the membership dues are paid, and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

Responsibilities of Advisory Council

The Advisory Council is composed of the Communications Coordinator(s), the Regional Representatives and the chairs of the Membership, Nominating and Program Planning Committees.

The Communications Coordinator(s) shall:

- be appointed by the DAG Chair and will be responsible to the Board of Directors. (Note: The appointment will commence following the conclusion of the spring meeting for a period of one year. Reappointment may be made at the pleasure of the DAG Chair.) The appointed Communications Coordinator(s) must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.
- increase visibility of DAG by maintaining and being responsible for the AAMC and social media sites, including but not limited to LinkedIn group, Facebook page and the Deans' Assistants Group website with guidance and assistance of the DAG AAMC representative, and
- serve as a member(s) of the DAG Advisory Council but not as a member of the Board.

The Regional Representatives shall:

- report on region at each meeting,
- serve as liaisons to new members, existing members and regions,
- serve as members of the Membership Committee,
- serve two-year terms with a limit of two successive terms,
- serve as members of the DAG Advisory Council but not as members of the Board,
- welcome each new member in that region, and
- attend no less than 50% of the scheduled Board of Directors/Advisory Council meetings.

The Committee Chairs shall:

- be appointed by the DAG Chair and will be responsible to the Board of Directors,
- be re-appointed at the pleasure of the DAG Chair,
- the Committee Chair may appoint a Co-Chair to assist with the duties of the Chair/Committee with the approval of the Board of Directors,

- report on their respective committees, if applicable, at each meeting,
- serve as members of the DAG Advisory Council but not as members of the Board, and
- attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

Membership Committee

The Membership Committee is charged with recruitment of new members and retention of current members. The Committee Chair will be appointed by the DAG Chair with advice and consent of the Board of Directors. The appointed Committee Chair must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings. The appointment will commence following the conclusion of the spring meeting for a period of one year. Reappointment to the Committee may be made at the pleasure of the DAG Chair. The Committee Chair may appoint a Co-Chair to assist with the duties of the Chair/Committee, who shall be approved by the Board. The Committee will be responsible to the Board of Directors. The Committee Chair will solicit membership to this Committee from the Group.

The Committee Chair shall be responsible for providing reports detailing membership statistics, activities taken to increase/maintain membership levels, recommendations to promote the organization, and other items requested by the Board and/or Chair.

The Committee is further charged with the responsibility of determining and implementing strategies to increase the visibility of the organization, particularly with respect to increasing membership. The Committee will contact potential new members and/or members who have not renewed their memberships.

The Committee co-ordinates the New Member Orientation by assuming responsibility for providing new members with information on the history of the DAG, Mission Statement, Constitution and Bylaws, structure of meetings, and other pertinent information. Committee members are encouraged to attend the New Member Reception and assume an active role in welcoming the new members.

When the membership fee for a new member is received by the Treasurer, she/he will notify the Chair, the appropriate Regional Representative, and the Chair of the Membership Committee. Information to be provided should include name, title, institution, mailing address, telephone number, fax number, and e-mail address. The Chair will then send a letter welcoming the new member. Regional Representatives should also welcome the new member, either by letter, telephone call, or e-mail, offering to serve as a resource for any questions or additional information as desired.

The Chair of the Membership Committee will send a letter on behalf of the Board of Directors inviting the Dean's Assistant (or, in the case of multiple schools, the assistants from each school – limit of 1 per school) in the host city, that aren't current members of DAG, to attend the Saturday morning breakfast, meeting and lunch with no membership or registration fees required. Should that assistant wish to attend the entire meeting, they are welcome to do so and would then pay the full membership and registration fees.

Nominating Committee

The Nominating Committee is charged with seeking and receiving nominations for vacant positions. The Committee Chair will be appointed by the DAG Chair with advice and consent of the Board of Directors. The appointed Committee Chair must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings. The Committee will be responsible to the Board of Directors. The term of appointment will be for one year with appointment commencing at the fall meeting and concluding at the end of elections at the spring meeting. Reappointment to the Committee may be made at the pleasure of the DAG Chair. The Committee Chair may appoint a Co-Chair to assist with the duties of the Chair/Committee, who shall be approved by the Board. The Committee Chair will solicit membership to this Committee from the Group.

Nominations and Elections Process

1. By January 1, the Secretary of the Group will provide to the Chair of the Nominating Committee the list of positions to be filled.
2. The Chair of the Nominating Committee will contact the membership at large, requesting nominations by February 1.
3. Nominations, including self-nominations, shall be directed to the Committee. Prior to submitting a nomination, a member wishing to offer a nomination will contact the potential nominee to confirm willingness to serve if elected. The Chair of the Nominating Committee will also confirm continued willingness to serve prior to preparation of the slate of candidates. The nominated individual must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.
4. Status of membership of those nominated will be confirmed by the Chair of the Nominating Committee with the Treasurer (must be current with paid dues to maintain active membership and to be eligible for election).
5. Complete slate of nominees, including a brief biography and photo of each, will be sent to the Chair by March 1.
6. The Nominating Committee will forward an electronic ballot with biographies and photo to active membership thirty (30) days prior to the spring meeting.
7. The Chair of Nominating Committee presides over elections and reports the results to the DAG Chair. Results are announced prior to conclusion of spring meeting.

Eligibility for Office

1. Only active members (i.e., payment of dues is current) are eligible for election to office.
2. A member may accept a nomination for only one position (i.e., running for multiple offices are precluded). In the event an individual is nominated for multiple offices, the

Chair of the Nominating Committee will contact that individual, who will select for which position she/he wishes to run.

3. A current member of the Board of Directors or Advisory Council is precluded from running for another office if it will create an unexpired term in the current position. It is acceptable to run for another office if the term of the current position will expire concurrent to the beginning of the term of the new office at the time of elections at the spring meeting.

Terms of Office

Terms will begin at the close of the spring meeting as follows:

Board of Directors

Chair..... 1 year

Chair-Elect 1 year

Past-Chair 1 year

Secretary..... 2 years
(elected in even numbered years)

Treasurer..... 2 years
(elected in odd numbered years)

Advisory Council

Regional Representatives 2 years
Southern and Western elected in odd years
Midwest and Northern elected in even years

Unexpired Terms

In the event a member of the Board of Directors or Advisory Council is unable to complete the applicable term of office, the following will occur:

Position Vacated	Replacement Process
Chair	A vacancy in the Chair will be filled by the Chair-Elect (except as noted below). The Chair-Elect will complete the remainder of the previous Chair's unexpired term, and then will act as Chair for one year.
Chair-Elect	<p>If the Chair-Elect is unable to complete the term as Chair-Elect and/ or the subsequent term as Chair:</p> <ul style="list-style-type: none"> • The Board of Directors will serve absent a Chair-Elect until the spring meeting. • The current Chair's term will be extended by six months (i.e., until the conclusion of the following fall meeting) • The individual selected at the spring meeting to fill the vacant position of Chair-Elect will hold that position (i.e., Chair-Elect) for six months, and then will act as Chair for one and one-half years. • Will assume the duties of the Chair in the absence of the Chair.
Secretary	To be appointed by a majority vote of the Board of Directors to complete remainder of unexpired term.
Treasurer	To be appointed by a majority vote of the Board of Directors to complete remainder of unexpired term.
Regional Representatives	To be appointed by a majority vote of the Board of Directors to complete remainder of unexpired term.

Program Planning Committee

The Program Planning Committee is charged with assisting Meeting Coordinator(s) in planning upcoming meetings with guidance from the Board of Directors and the Program Planning Manual. The Committee Chair will be appointed by the DAG Chair with advice and consent of the Board of Directors. The appointed Committee Chair must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings. The Committee will be responsible to the Board of Directors. The appointment will commence following the conclusion of the spring meeting for a period of one year. Reappointment to the committee may be made at the pleasure of the DAG Chair. The Committee Chair may appoint a Co-Chair to assist with the duties of the Chair/Committee, who shall be approved by the Board. The Committee Chair will solicit membership to this Committee from the Group.

The Committee Chair shall be responsible for updating the DAG Chair and the Board on potential topics, presenters, themes, and activities for future meetings. The Committee Chair shall submit a budget to the Board for approval. All expenditures that exceed the approved budget shall require Board approval. The Committee Chair will coordinate with the Treasurer to ensure meeting registrations have been received.

The Committee will prepare a list of attendees with photos, arrival/departure dates and emergency contact numbers (cell and other) for distribution to meeting attendees prior to each meeting. The Committee is further charged with the responsibility of determining and implementing strategies to increase the visibility of the organization. The Committee should work with the Board of Directors and assist the Meeting Coordinator(s) with logistics as requested.

Ad Hoc Committees

Ad Hoc Committees are convened at the request of the Chair to address a particular issue.

Communications Coordinator(s)

The Communications Coordinator(s) is/are charged with increasing visibility of DAG. The Communications Coordinator will be appointed by the DAG Chair and will be responsible to the Board of Directors. The term of appointment will be for one year. Reappointment may be made at the pleasure of the DAG Chair. The appointed Coordinator(s) must be able to attend at least 50% of the scheduled Board of Directors/Advisory Council meetings.

The Communications Coordinator(s) shall be responsible for DAG social media sites (AAMC DAG website, AAMC DAG Listserv, LinkedIn, Facebook, etc.) and shall serve as historian and official photographer.

Communication Forums

1. AAMC Listserv

The Listserv is an e-mail based forum that provides a mechanism for dean's assistants to share ideas, views and comments on any matters of interest to their colleagues. Everyone who subscribes has the opportunity to interact with other list members via e-mail. The Listserv may be used for professional discussions, queries and announcements.

To subscribe to the Deans' Assistants Listserv:

Send an e-mail message addressed to majordomo@aamcinfo.aamc.org. Do not put anything in the subject line of the message. In the body of the message, type subscribe deansassistants<your e-mail address>. Shortly thereafter you should receive a message acknowledging that you are subscribed to the list along with instructions on submitting messages, accessing the archive, unsubscribing, etc.

To submit a message to the list once you are subscribed:

Send it to deansassistants@lists.aamc.org

As you use the Listserv, please follow these important tips:

- Include your name and e-mail address in the body of each message you send.
- Identify the specific topic of your message in the subject line of the message.
- Understand that to help prevent mail loop problems, responses will go ONLY to the sender of the current message. You may reply to the entire list by cc'ing your reply to deansassistants@lists.aamc.org.

For help using the Listserv, send a message to majordomo@aamcinfo.aamc.org and in the body type help. For further information, contact your local information technology staff or AAMC at (202) 828-0554.

2. LinkedIn

The purpose of the Deans' Assistant Group LinkedIn group is to present a professional presence on one of the most recognized professional social media sites. It serves as a public platform to create presence of community and to participate in professional discussions among colleagues. The LinkedIn group also provides a valuable resource for the Group as it houses all conversations/answers in one central web-based repository for future reference. In a sense, the LinkedIn DAG group serves the purpose of a professional newsletter as it will host articles, questions, information, events and upcoming news.

DAG members are encouraged to create a free profile on the professional social media networking site and then become a member of the DAG group. To create a profile: <https://www.linkedin.com/reg/join>. Group name: Deans' Assistant Group.

3. AAMC DAG website

The official Deans' Assistants Group website is found on the Association of American Medical Colleges (AAMC) website (<https://www.aamc.org/members/cod/dag>).

Members are encouraged to bookmark the site for easy reference. The website hosts information such as our history, current membership directories, and lists of those serving on our Board of Directors as well as Committee members. It also contains our handbook and other vital information including logistical information regarding upcoming DAG meetings as well as an archive of minutes from previous meetings.

DAG members are encouraged to browse the website for any information. Suggestions or questions about the website should be addressed to the Communications Coordinator(s).

4. Facebook

In addition to a professional AAMC website and a presence on LinkedIn, the Deans' Assistants Group also has a Facebook page. The purpose of the Facebook page is two-fold: first, it serves as another DAG news outlet where upcoming dates and events can be posted. Secondly, it serves to host the social aspect of the relationships created within DAG. The integrity of the page is professional at all times, but serves to create a place where members can socialize in an appropriate professional/friendly manner. If LinkedIn serves as DAG's newsletter and information repository, Facebook is its water cooler.

The page is found by searching within Facebook for Deans' Assistants Group. DAG members who have a Facebook Profile are encouraged to LIKE the page as they will then be able to see the posts, comments, post photos, etc. As a policy, DAG does not tag any members within photos posted. Members may choose to tag themselves if they wish to do so.