

CGEA PROGRAM POSITION DESCRIPTIONS

MEMBER-AT-LARGE

The Member-at-Large is a three-year elected position of the CGEA's Executive Committee with the responsibility of contributing to the CGEA's direction.

Functions

1. Participates as a member of the CGEA Executive Committee attending three meetings per year. (Spring CGEA meeting, June Executive Committee meeting, fall meeting at AAMC, annual meeting)
2. Prepares and distributes progress reports of MAL activities at the three Executive Committee meetings per year.
3. Serve on the Program Committee for all three years of the term (participate the 1st year, co-chair the 2nd year, chair the 3rd year)

Skills Required

Ability to:

1. Set objectives and develop action plans.
2. Identify potential problems and opportunities.
3. Work effectively toward common goals as a team member.

Personal Characteristics

1. Enthusiasm
2. Flexibility
3. Commitment to excellence
4. Commitment to medical education
5. High-level integrity
6. Potential for leadership

Qualifications Required

1. Has commitment to CGEA
2. Has time and employer support necessary to fulfill three-year office

CHAIR-ELECT

The chair-elect is a one-year elected position of the CGEA's Executive Committee with the responsibility of contributing to the CGEA's direction. The person selected as Chair Elect shall serve a total four-year term of office, under the assumption of automatic progression through the offices of Chair Elect (one year), Chair (two years), and Past Chair (one year).

Functions

1. Participates as member of the CGEA Executive Committee attending three meetings per year. (Spring CGEA meeting, Summer Board meeting, Fall AAMC meeting)

2. Serves as chair the absence of the Chair. (Both at CGEA Executive Committee meetings and at CGEA business meetings)
3. Assists with review of collaborative proposals, nominations and other operations assignments.

Skills Required

Ability to:

1. Set objectives and develop action plans.
2. Identify potential problems and opportunities.
3. Work effectively toward common goals as a team member.

Personal Characteristics

1. Enthusiasm
2. Flexibility
3. Commitment to excellence
4. Commitment to medical education
5. High-level integrity
6. Leadership skills
7. Vision for CGEA and the ability to inspire others to carry out mission consistent with the vision

Qualifications Required

1. Has Commitment to CGEA
2. Has time and employer support necessary to fulfill office.

CHAIR

The chair is an elected position of the CGEA's Executive Committee with the responsibility of contributing to the CGEA's direction. The person selected as Chair Elect shall serve a total four-year term of office, under the assumption of automatic progression through the offices of Chair Elect (one year), Chair (two years) and Past Chair (one year).

Functions

1. Participates as a member of the CGEA Executive Committee
 - 1st year: Chair
 - 2nd year: Chair
 - 3rd year: Past Chair
2. Presides over the Executive Committee meetings

- Makes arrangements and sets agenda for three Executive Committee meetings per year (in summer, at the spring meeting, and at the AAMC annual meeting).
- 3. Presides over Executive CGEA business meetings.
 - Makes arrangements and sets agenda for twice per year meetings (at the spring meeting and during the AAMC annual meeting).
- 4. Participates as a member of the GEA Steering Committee
 - Facilitates communication between CGEA and GEA.
- 5. Coordinates Sections
- 6. Coordinates action needed by the Nominating Committee and Laureate Nominating Committee. (The Past Chair presides over the Nominating Committee.)
- 7. If there is an expense in the excess of an amount set by the Executive Committee, the Chair must approve it before disbursement.
- 8. The immediate past chair will have forwarded to him/her the occasional rude returns or general complaints that appear on the CGEA website for handling.

Skills Required

Ability to:

1. Set objectives and develop action plans.
2. Identify potential problems and opportunities.
3. Work effectively toward common goals as a team member.

Personal Characteristics

1. Enthusiasm
2. Flexibility
3. Commitment to excellence
4. Commitment to medical education
5. High-level integrity
6. Leadership skills
7. Vision for CGEA and the ability to inspire others to carry out mission consistent with the vision

Qualification Required

1. Has commitment to CGEA
2. Has time and employer support necessary to fulfill four-year office

PAST CHAIR

Serve as a member of the Executive Committee of the CGEA, for one year. The person serving as Past Chair will have served a total of four years under the assumption of automatic progression through the offices of Chair Elect (one year), Chair (two years) and Past Chair (one year).

Function

1. Inform discussion based on knowledge of historical, political, and process precedents

2. Represent the region and GEA, when opportunity presents itself, through service on AAMC committees.
3. Accept responsibility for tasks/projects to support advancement of CGEA and Chair's priorities.
4. Proposal reviewer for CGEA Annual Spring Meeting.
5. Stay active within CGEA to insure members see that EC members commitments to the region are long term.
6. Manage the CGEA Request for Collaborative Research Proposals:
 - A. Announcements/marketing of proposal requirements and submission timelines
 - B. Consultation with potential proposal authors
 - C. Proposal review process including the recruitment of EC and external reviewers
 - D. Liaison with proposal authors re: review feedback pre and post EC external decision
 - E. Insure that CGEA Chair Elect has "cut the checks"
 - F. Insure that progress reports are submitted per RFP guidelines and reported back to EC
7. Support Transition of Incoming CGEA Chair
 - A. Organize and forward incoming chair key documents and resources
 - B. Be available for consultation/guidance
 - C. Stay out of Chair's hair
8. Serve on Nominating Committee for CGEA MAL and Chair Elect positions.
9. Serve on the Selection Committee for the CGEA Laureates

CGEA Program Position Descriptions

Projects Coordinator

1. Serves as secretary/treasurer, with responsibility for CGEA Executive Committee and business meeting minutes, review, and distribution; maintaining the finances and reporting to the Executive Committee at each meeting. This includes:
 - A. Maintaining financial records: Including working with AAMC to manage custodial account.
 - B. Regulating checks for appropriate expenses, e.g. collaborative projects grants, Payment for departing EC member gifts of appreciation.
 - C. Making financial reports, as an agenda item, at all EC and business meetings.

2. Oversees the CGEA SIGs ensuring they are active and viable consistent with GEA standards.
 - A. Supports developing/disbanding SIGs as appropriate
 - B. Solicits SIGs reports and presents summaries of them at the EC and business meetings. (Note: This involves requesting yearly reports, from SIG Chairs, in format now used for all CGEA SIG activities; and responding with enthusiastic accolades, questions and/ or advice and constructive suggestions, as appropriate.