

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