

Member-at-Large Roles, Responsibilities and Expectations

The Member-at-Large (MAL) is a two-year elected position of the SGEA's Steering Committee with the responsibility of contributing to the SGEA's vision through the following actions:

1. Participate as a member of the SGEA Steering Committee and committee meetings.
2. Serve on the Program Planning Committee as detailed below.
3. Design and implement a novel project with support from the Steering Committee (optional).

The MAL serves as Program Committee Chair-elect during year one and Chair of the Program Committee during year two of their elected term.

The Program Chair-elect has the following roles, responsibilities, and expectations:

- Coordinate with the program committee to select submissions for presentation (posters, oral presentations, workshops) at the meeting.
- Organize posters, oral presentations and workshops during the meeting.

The Program Chair has the following roles, responsibilities, and expectations:

- Coordinate with the SGEA Steering Committee to select the host institution(s), meeting city (generally the host institution's city, though this is not mandatory), and dates.
- Communicate and confirm preferred dates, city and preferred venues (one alternate set of dates recommended) and city to GEA/GSA/OSR AAMC Staff in coordination with the site host.
- Collaborate with the site host to draft a request for proposals to find the most suitable venue based on rate and size.
- Collaborate with the Meeting Registrar, Meeting Host, and Constituent Engagement regarding processes and scope of work for each.
- Coordinate with the AAMC Meeting planner who will create a planning calendar relative to major milestones for the overall planning process.
- Work with the site host to procure multiple proposals and bids from third party vendors (for offsite events, entertainment, poster sessions, transportation, etc.), solicit contributions from regional schools to offset the cost of registration for attendees, external communication, and lay out the program including CME, events (onsite or off), poster sessions, or receptions, website, and other logistics.
- Acquire reviewers and work with the Chair-elect and program committee to select submissions for presentation at the meeting.
- Select and contact plenary speakers for the meeting.
- In coordination with the site host, ensure appropriate participation by host site faculty/staff (based on the site host's level of interest in participating in the program planning).