

**AAMC Group on Regional Medical Campuses (GRMC)**  
**Steering Committee Expectations**  
*(Revised June, 2024)*

The GRMC Steering Committee shall manage the affairs of the Group.

The Officers of the GRMC shall include the Chair, Chair-elect, Immediate Past Chair, and the AAMC staff member responsible for the group.

Members of the GRMC Steering Committee, with possible exemptions for liaison positions, must be members of an AAMC member institution.

**Terms of Office**

Chair

- 4 year term with 1 year as Chair-elect followed by 2 years as Chair followed by 1 year as Immediate Past Chair.
- The Chair of the Group may not serve consecutive terms as Chair.

Member-at-large

- 3 years terms.

Additional Members-at-large may be appointed to the Steering Committee for the purpose of either (i) creating liaison relationships (non-voting) with organizations that hold strong alignment with the mission of the group, or (ii) bringing in expertise or points of view not represented.

**Timing of Appointments**

Elections and transitions will occur yearly and announcements and dates will be public.

**Departures**

A Steering Committee member who is no longer employed by the appointing AAMC member institution may complete an elected term on the Steering Committee only if they continue employment with an AAMC member medical school, academic society, or teaching hospital.

**Nominating Committee**

A Nominating Committee, appointed each year by the Steering Committee, shall be chaired by the Immediate Past Chair. In addition to the chair of the Nominating Committee, the Committee will have an additional member from the Steering Committee as well as a general member of the GRMC. It shall determine the candidates eligible to participate on the election ballot for voting by the GRMC membership.

The Nominating Committee will recommend to the Steering Committee any replacement member if the previously elected person is unable to serve. The Steering Committee will then make such replacement appointment, and these will remain effective until the new Group election.

**Expectations for All Steering Committee Members**

- Participate in regular (monthly) virtual meetings
- Share in the work of the GRMC and the Committee
- Serve as an ambassador of the GRMC

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- Maintain regular contact with AAMC staff
- Maintain availability for member/committee questions

*Attendance at the following in-person meetings is strongly encouraged, but not required. If a Committee member cannot attend in person, AAMC staff will make it as convenient as possible to participate via virtually.*

- Strategic planning meetings for the GRMC (as necessary)
- Learn Serve Lead: The AAMC Annual Meeting  
*Travel and lodging for this meeting are not covered by the AAMC*
- The annual AAMC Regional Medical Campus Conference (GRMC Spring Meeting)  
*Travel and lodging for this meeting are not covered by the AAMC*

**Additional Responsibilities for Individual Roles**

**GRMC Chair**

- Guide strategic direction of GRMC
- Direct Steering Committee's order of business at meetings and make parliamentary decisions
- Represent the GRMC at appropriate functions
- Maintain availability for member/committee questions

**GRMC Immediate Past Chair**

- Chair the Nominating Committee
- Fill in for Chair when necessary

**GRMC Chair-elect**

- Fill in for Chair when necessary
- Work with Chair to learn governance of the GRMC
- Represent the GRMC at appropriate functions
- Maintain availability for member/committee questions

These expectations are subject to change.