

## **Expectations of GIR Steering Committee Members**

### Role of the Chair

The Chair serves a 3-year term consisting of one year as Chair Elect, one year as Chair, and one year as Immediate Past Chair. The Chair is expected to participate in the same activities as the Steering Committee members as well as periodic updates with AAMC staff, assisting with agenda preparation, representing the GIR at AAMC meetings, and providing strategic direction for the group. The role of Chair Elect includes serving as liaison to the Spring Meeting Planning Committee to familiarize the Chair with the program process and member interests. The Chair leads all Steering Committee calls, meetings, and the GIR business matters/announcements at the annual GIR Spring Meeting (IT in Academic Medicine Conference, sponsored by the GIR). The Immediate Past Chair also serves as Chair of the Nominations Committee.

### Role of Member positions on the Steering Committee

GIR Steering Committee members are elected for 3-year terms. Elected members are expected to attend two meetings each year: the GIR Spring Meeting and the fall Steering Committee In-Person Meeting at AAMC Headquarters in Washington, DC. Attendance at the AAMC Annual Meeting is desired but completely optional. Steering Committee members are expected to develop and lead GIR initiatives and projects to benefit GIR members. Steering Committee members are expected to lead and/or participate in at least one Work Group or Community during their tenure.

### Additional Responsibilities for all GIR Steering Committee Members

- Participate in at least two thirds of scheduled Steering Committee calls. There are approximately 10 calls scheduled per year. Calls are scheduled a year out at a consistent date/time of each month.
- Actively participate in the discussion during the meetings and calls. Offer ideas for projects or other initiatives that the GIR can consider that would be of interest to the broader Group.
- Provide feedback regarding the annual IT Survey, which gets revisited for adjustments and additions every year, and recommend outreach strategies.
- Determine GIR representation to AAMC-related opportunities.
- Identify and reach out to potential speakers for GIR Meetings.
- Introduce speakers, facilitate discussions, identify topics for the annual GIR Spring Meeting.
- Digest conference evaluations and incorporate into future programming.
- Recommend sites for future meetings.
- Identify Director of Leading Information Technology in Academic Medicine (LIT) and promote attendance.
- Serve as an ambassador to the GIR – this includes meeting new attendees, welcoming back veteran attendees, identifying talent within the Group for positions on AAMC committees.