AAAEM Membership Guidelines

Full Membership
Requirements:
- Primary individual that is the administrative lead of an emergency medicine academic department including all related components of clinical operations, education and research. The Emergency Department must meet the standard of being an 'Academic' department/division-meaning it should have clinical, teaching and research components and is affiliated with a college or university. Typical titles include: Administrator, Chief Administrative Officer, Director or Senior Director, Vice Chair of Administration, Service Line Director, etc.
- Administrator in Emergency Medicine with a primary reporting relationship to the Chair of the Department/Division
- Preference that the Departments/Divisions Chair is a member of AACEM

Membership Participation:
- Access to website content including the AAAEM community (listserv)
- Access to the benchmark survey information as follows:
    - Full access to the benchmark survey information for those whose organization participate in the survey completion
    - Access to public benchmark survey information for those whose organization don't participate in the survey completion
- Eligible to participate in the Certificate in Academic Emergency Medicine Administration (CAEMA) program
- Eligible to attend the annual AACEM/AAAEM Retreat
- Eligible to be a member of an AAAEM committee
- Eligible to chair an AAAEM committee
- Full Voting privileges

Applicant Process:
- Complete AAAEM application and return to aaaemmembership@saem.org
- AAAEM Membership Committee reviews and approves or denies application

Associate Membership
Requirements:
- Individual with administrative role in an emergency medicine academic department. The Emergency Department must meet the standard of being an 'Academic' department/division-meaning it should have clinical, teaching and research components and is affiliated with a college or university. Typical titles include: Manager, Business Manager, Financial Director, Service Line Administrator or Director, etc.
- Individuals with a primary reporting relationship to the Chair or Administrator of the Department/Division
- Responsibilities and authorities for potential inclusion:
    - Fiscal operations oversite
    - Academic clinical operations oversite
    - Community clinical site management
    - Administrative staff management
    - Data and reporting management
- Responsibilities and authorities to not be considered for member include:
    - Clerical staff

- Residency coordination
- Research directors or managers

Membership Participation:
- Access to website content including the AAAEM community (listserv)
- Access to the benchmark survey information as follows:
  - Full access to the benchmark survey information for those whose organization participate in the survey completion
  - Access to public benchmark survey information for those whose organization don't participate in the survey completion
- Eligible to participate in the Certificate in Academic Emergency Medicine Administration (CAEMA) program
- Eligible to attend the annual AACEM/AAAEM Retreat
- Eligible to be a member of an AAAEM committee with the exceptions of the :
- Participant for AAAEM committees excluding:
  - Executive Committee
  - Benchmarking Committee unless at the recommendation of Committee Chair

Applicant Process:
- Complete AAAEM application with justification and clarity of role to aaaemmembership@saem.org
- AAAEM Membership Committee reviews and if guidelines are met recommends for review to AAAEM Executive Committee
- AAAEM Executive Committee reviews and approves or denies application

Emeritus Membership

Requirements:
- Active AAAEM member for at least five (5) years or made significant contribution to AAAEM
- Not currently working in an academic department of emergency medicine

Membership Participation:
- Access to website content including the AAAEM community (listserv)
- Public benchmark survey information access
- Eligible to participate in the Certificate in Academic Emergency Medicine Administration (CAEMA) program
- Eligible to attend the annual AACEM/AAAEM Retreat

Applicant Process:
- Complete AAAEM application and return to aaaemmembership@saem.org
- AAAEM Membership Committee reviews and approves or denies application

(Active members at date of implementation will be grandfathered as Full AAAEM members regardless of ability to meet requirement guidelines)

AAAEM Membership Dues

Full Membership - $900
Associate Membership - $900
Emeritus Membership - $350

In addition, our current membership guidelines do not allow for general physician membership. The SAEM Board Liaison is allowed to join as a full voting member by paying the AAAEM dues.