SAEM Academies
SAEM Academies are a forum for SAEM members with shared special interests and/or expertise to network professionally, collaborate on research, and share information. Academies are a subcategory of SAEM and do not have separate bylaws or formal incorporation documents but may, with approval, establish their own operational guidelines and governing policies and procedures. SAEM Academies include:

- Academy of Administrators in Academic Emergency Medicine (AAAEM)
- Academy for Diversity and Inclusion in Emergency Medicine (ADIEM)
- Academy of Emergency Ultrasound (AEUS)
- Academy of Geriatric Emergency Medicine (AGEM)
- Academy for Women in Academic Emergency Medicine (AWAEM)
- Clerkship Directors in Emergency Medicine (CDEM)
- Global Emergency Medicine Academy (GEMA)
- Simulation Academy (SIM)

SAEM Committees
SAEM Committees play a vital role in advancing the mission of SAEM and, in turn, the profession of emergency medicine. Committees are appointed by the SAEM president each year to complete objectives pertinent to SAEM’s mission. Committee terms last for twelve months; goals and objectives are developed by SAEM Board liaisons and incoming committee chairs, subject to the approval of the SAEM Board of Directors. SAEM Committees include:

- Awards
- Constitution and Bylaws
- Consultation Services
- Development
- Ethics
- External Collaboration
- Faculty Development
- Fellowship Approval
- Finance
- Graduate Medical Education
- Grants
- Membership
- Nominating
- Program
- Research
- Resident and Student Advisory
- Social Media

SAEM Interest Groups
SAEM Interest Groups are an opportunity for SAEM members to explore and discuss specific topics or subject areas of interest that are related to emergency medicine. Interest Groups generally conduct business electronically but may also meet at the SAEM Annual Meeting. Current SAEM Interest Groups include:

- Academic Informatics
- Airway
- CPR/Ischemia/Reperfusion
- Disaster Medicine
- Educational Research
- EMS
- Evidence-Based Healthcare/Implementation
- Health Services and Outcomes
- Neurologic EM
- Observational Medicine
- Operations
- Palliative Medicine
- Patient Safety
- Pediatric EM
- Public Health
- Medical Quality Management
- Research Directors
- Sex and Gender EM
- Sports Medicine
- Toxicology
- Trauma
- Uniformed Services
- Wilderness Medicine

Task Forces
Task Forces are special working groups appointed by SAEM to carry out a specific project or to accomplish specific/targeted goals. It is the responsibility of the incoming president (president-elect) to coordinate the development of the annual task force objectives, which are approved by the Board of Directors. The process of developing the objectives begins in the fall and continues until the objectives are approved by the Board in the spring. In addition, the president-elect is responsible for appointing the chairs and members of the task forces. Appointments are for one year and commence and end at the SAEM Annual Meeting. SAEM Task Forces have included:

- International Outreach Task Force
- Fellowship Approval Task Force
**STAFF LIAISON ROLES AND RESPONSIBILITIES**

**Overall Purpose**

The primary functions of the staff liaison to an Academy, Committee, Interest Group, or Task Force are:

- To act as an information and communication conduit between Academies, Committees, and Interest Groups (A/C/IG/TF) and the SAEM organization (Board of Directors and Staff)
- To be an informed and engaged participant in the A/C/IG/TF to which he or she is assigned, exercising propriety, discretion, and professional protocol in all situations
- To serve as a knowledgeable guide and helpful resource to A/C/IG/TFs in the establishment and achievement of their strategic goals and objectives
- To ensure that A/C/IG/TF goals and objectives are aligned with the vision, mission, and strategic plan set forth by the SAEM Board of Directors
- To provide expertise, in-depth knowledge, information, and resources to support the work of the assigned academy, interest group, or committee
- To convey information that is relevant to the work and productivity of the group (e.g., background and status of SAEM programs and activities, key contacts, etc.)
- To communicate and coordinate with key staff regarding the timely fulfillment of A/C/IG/TF needs and requests (e.g., event promotion, mailings, newsletter production, membership, finance, IT, exhibitor, etc.)
- To understand, inform, and advise A/C/IG/TFs on: SAEM strategic direction; relevant SAEM policies, practices, and procedures; organizational activities; budgeting and financial planning process; and all related timelines and deadlines

**Meeting/Conference Call Duties**

- Work with chair/president to establish and announce dates, times, locations, call-in information, etc. for meetings and conference calls
- Serve as a point of contact for meeting and event logistics (scheduling rooms; arranging for refreshments and technical needs); provide on-site support
- Provide supporting documents (e.g., meeting notices, minutes, member rosters, financial reports) and other materials and communications in advance of all conference calls, meetings, and/or events
- Ensure that a secretary is appointed and minutes are recorded for each event
- Attend all conference calls and meetings
- Participate in discussion, answer questions, offer suggestions, and provide expertise and supporting information
- Prepare and distribute any required post-event follow-up reports to the Board and ensure that objectives are completed by the assigned dates
- Follow up on all assignments and action items, communicating and coordinating in a timely manner with appropriate staff for the fulfillment of needs and requests; ensure that objectives are completed by the assigned dates

**Other Administrative Tasks**

- Review all content submitted for publishing in print, on social media, on the SAEM website, and in online communities, to ensure that it is accurate and consistent with the SAEM brand
- Manage online voting processes and advise on appointments
- Coordinate email lists housed in online communities (Higher Logic) to ensure they are current
- Provide up-to-date membership rosters (Academies, monthly; Interest Groups, quarterly; Committees, biannually)
- Maintain files, records and other relevant information
- Prepare and provide the Board with any required (status, financial, meeting) reports