



## Committee Descriptions

### ***Committees - Open for Member Appointment***

#### **Awards Committee**

The Awards Committee is responsible for the management of awards presented annually by SAEM and RAMS in recognition of excellence in the field of academic emergency medicine, contributions that improve the health of society, and/or academic achievement. The Awards Committee reviews award nominations and selects recipients based upon predeveloped award criteria and selection guidelines.

SAEM Awards: Hal Jayne Excellence in Education Award, Young Investigator Award, Advancement of Women in Academic Emergency Medicine Award, Excellence in Research Award, John Marx Leadership Award, Master Clinician Bedside Teaching Award

RAMS Awards: RAMS Leadership in Emergency Medicine Award, RAMS Excellence in Research Award, RAMS Excellence in Education Award, RAMS DEI Medical Student Education Award, and RAMS Fellow Award- Critical Care, EMS, Pediatrics and Toxicology. .

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

#### **Consultation Services Committee**

The SAEM Consultation Services Committee is made up of SAEM members who possess expertise in teaching, research, and other aspects of academic emergency medicine practice. The Society is often called upon to provide individuals, departments, and/or institutions with consultations aimed at developing, evaluating, and/or improving various services. The Society carries out these requests under the management of the Consultation Services Committee, via SAEM committees and academies, or in collaboration with the Association of Academic Chairs in Emergency Medicine (AACEM).

*Committee membership is open to faculty and allied health care professionals.*

#### **ED Administration and Clinical Operations Committee**

The ED Administration and Clinical Operations Committee provides resources and information to SAEM members on methods that improve clinical operations within the academic emergency department. The committee monitors operational trends and strategies, disseminates clinical operations-related best practices, and creates and promotes opportunities for original research through SAEM channels.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

#### **Education Committee**

The Education Committee provides guidance to the SAEM and RAMS boards on all matters regarding undergraduate, graduate, and continuing medical education. In collaboration with other important SAEM entities (e.g., the Clerkship Directors in Emergency Medicine), the Education Committee focuses on projects that advance the specialty of emergency medicine and enhances the education of medical students, residents, and fellows. In conjunction with SAEM's Program Committee, the Education Committee also plans and organizes the resident and medical student educational track at SAEM's annual meeting.



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### Equity and Inclusion Committee

The purpose of the Equity and Inclusion Committee is to advance the SAEM and RAMS common organizational goals of improving the gender and cultural competency and diversity of the SAEM and RAMS membership and leadership. The committee works to improve diversity, equity, and inclusion in programs, activities, and membership. The committee also works to ensure that all selected avenues to improve equity and inclusion are in alignment with the SAEM board's strategic priorities.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

### Ethics Committee

The Ethics Committee reviews all conflicts of interest and makes recommendations to the SAEM board regarding the resolution of disputes. The committee reviews SAEM's Conflict of Interest Policy annually and ensures the professional standing and integrity of the Society by monitoring the relevant policies of other societies and evaluating recommendations from health care experts, ethicists, and other resources.

*Committee membership is open to faculty and allied health care professionals.*

### Faculty Development Committee

The Faculty Development Committee works to achieve objectives set forth by the SAEM president for the development of tools and techniques to assist academic faculty throughout the course of their careers. The Faculty Development Committee is also responsible for identifying resources to assist residents in the successful completion of their residencies and provides guidance to residents and medical students who wish to pursue careers in emergency medicine academics or research. The committee's objectives include 1.) becoming a central resource for faculty engaged in administration, clinical operations, education, research, and scholarship and 2.) developing opportunities for residents and medical students.

*Committee membership is open to faculty.*

### Fellowship Approval Committee

The Fellowship Approval Committee reviews both institutional applications and fellow applications for SAEM approval. SAEM recognizes there are many valuable non-ACGME approved, post-graduate training opportunities for emergency medicine residency graduates. To promote standardization and excellence in training for fellows in these programs, SAEM has used content experts to develop guidelines for fellowship training programs that address milestones in curricular elements, faculty support recommendations, and career development opportunities. Faculty that are experienced in training emergency medicine fellows in the following categories are encouraged to apply for this committee: research, education scholarship, geriatrics, and international/global health.

*Committee membership is open to faculty.*



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### Finance Committee

The Finance Committee is responsible for overseeing SAEM's financial operations and providing input into the sound fiscal management of the Society through monthly financial review, financial policy updates, and budgetary oversight. The committee reviews and makes recommendations to the SAEM Board regarding the annual budget, capital expenditures, and special projects.

*Committee membership is open to faculty and allied health care professionals.*

### Grants Committee

The Grants Committee supports the mission and goals of SAEM and the SAEM Foundation by developing and implementing grant programs that advance the field of emergency medicine, as well as conducting peer review of submitted proposals in a methodologically rigorous manner. Additional committee tasks may include working with other SAEM committees on projects related to grants, such as the Grant Writing Workshop. The Grants Committee encourages experienced researchers to apply, and may also consider junior-level investigators. Committee members are required to attend the annual grant review at ACEP in the fall and to participate in conference calls as needed.

*Committee membership is open to faculty and residents. Note: Residents must be participants in the SAEMF Resident Reviewer Program.*

### Membership Committee

The Membership Committee is responsible for ensuring that the growing and changing needs of SAEM and RAMS members are met. Through the review of membership statistics, surveys, and trends, the Membership Committee also identifies potential new members and develops mechanisms for membership recruitment and retention.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

### Program Committee

The Program Committee is responsible for the overall planning of the SAEM annual meeting. Members of this committee are required to belong to at least one subcommittee: abstracts, awards, didactics, events, innovations, junior faculty forum, medical student ambassadors, medical student symposium, photo exhibition, program directors, residency and fellowship fair, resident leadership forum, and/or social media. This Program Committee is very active throughout the year, reviewing and scoring didactics, abstracts, and innovations, in addition to other subcommittee tasks. The Program Committee also has general oversight of SAEM regional meetings.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

### RAMS Nominating Committee

The RAMS Nominating Committee reviews all nominees for RAMS Board positions and recommends an official slate of nominees to the RAMS Board for their approval of the slate of candidates to be voted on by the RAMS membership.

*Committee membership is open to residents and medical students.*



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### Research Committee

The Research Committee serves as a resource for funding information and opportunities for SAEM and RAMS members who are interested, may be currently involved in, or are looking to improve their emergency medicine research. The Research Committee is responsible for organizing the annual Grant Writing Workshop, submitting specialized didactic sessions for SAEM's annual meeting, and other research-related objectives as required. Experienced researchers and enthusiastic residents and medical students are encouraged to apply. Research Committee members are strongly encouraged to attend the SAEM and ACEP annual meetings and are required to work on at least one of the annual committee objectives and to participate in monthly conference calls.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

### Wellness Committee

The Wellness Committee collaborates with the National Academy of Medicine (NAM) Action Collaborative on Clinician Well-Being and the Emergency Medicine Physician Wellness and Resilience Summit. In addition, the committee is responsible for 1.) addressing physician, resident, and medical student wellness and resilience; 2.) building a knowledge hub of information, resources, models, and tools to be used at the individual and organizational level; 3.) and creating a series of discussion papers, perspectives papers, and white papers to address physician, resident, and medical student wellness.

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### Workforce Committee

The goal of the Workforce Committee is to define the evolving landscape and workforce of academic emergency and acute care medicine. It identifies opportunities to expand the scope of practice; evaluates the evidence-based value proposition of EM physicians and EM residency training; ensures the EM pipeline remains robust; and increases understanding of future workforce needs.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

### Committees - Member Elections

#### Bylaws Committee

The Bylaws Committee shall study the potential merits, adverse consequences and legal implications of all proposed amendments or changes in the Bylaws and report their findings and recommendations to the SAEM Board prior to formal consideration of the proposed changes by the membership. The members of the Committee may suggest appropriate amendments to the Bylaws to the SAEM Board.

*Committee membership is outlined in the SAEM Bylaws.*

#### Nominating Committee

The Nominating Committee will select candidates to fill the naturally occurring vacancies on the SAEM Board and elected positions on the standing committees of the Society not otherwise designated and



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provided for by these Bylaws. The Nominating Committee will seek the candidates' approval for formal nomination and shall place their names in nomination for election. The slate of SAEM Board nominees selected by the Nominating Committee shall be approved by the SAEM Board prior to distribution to the membership for consideration.

*Committee membership is outlined in the SAEM Bylaws.*

### SAEM Foundation Committees

#### Annual Gifts Committee

The Annual Gifts Committee is responsible for raising annual gifts to support the SAEM Foundation's mission through its Annual Alliance program. Each year, Committee members personally reach out to SAEM members to express gratitude for gifts and to share updates about the SAEM Foundation (stewardship), to renew / upgrade gifts from current Annual Alliance donors (solicitation), and to open doors to new donor prospects (cultivation). They lead the personal solicitation of gifts of \$1,000+ for the Chairs' Challenge and Academies' / Interest Groups' / Committees' Challenge. The Committee is essential for building long-term, lasting donor relationships that lead to future major gifts. The Committee focuses its personal outreach on donors who give between give \$1,000 - \$4,999.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

#### Events Committee

The Events Committee is charged with planning and executing fundraising events for the SAEM Foundation. Events include regional dinners, virtual wine tastings, and other new event concepts as they arise, such as the SAEMF Vacation Club.

*Committee membership is open to faculty, residents, medical students, and allied health care professionals.*

#### Legacy Gifts Committee

The Legacy Gifts Committee is charged with increasing awareness about the opportunity to support the SAEM Foundation's mission through a future planned gift and they help to educate others about how to achieve Legacy Society recognition. Members of this Committee help to identify, cultivate, and solicit people who may be interested in legacy gifts. The Committee will work collaboratively with the Major Gifts Committee to identify enhancements to recognition and naming for the Legacy Society and its donors. While a planned gift may be any amount, the Legacy Gifts Committee is usually focused on major gift fundraising of \$10,000+. This Committee's work will be vital to establishing a diversified funding strategy that will safeguard the SAEM Foundation in the future.

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#### Major Gifts Committee

Individuals on the Major Gifts Committee work with staff to identify donors and prospective donors who may be ready to support through a major gift. Committee members personally reach out to share the story of the SAEM Foundation's impact, vision, and funding needs with people or Foundations that may be able to provide a gift of \$5,000+ to support the mission. Major Gifts Committee members also play an



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important role in strengthening the stewardship of our major gift donors by providing updates to donors. This Committee will also make recommendations to the Foundation's Board of Trustees for major gifts recognition and naming opportunities. The Committee focuses its personal outreach on donors who give between give \$5,000+.

*Committee membership is open to faculty.*