



LEADERSHIP UNLOCKED: A GUIDE TO SAEM LEADERSHIP

Serving in an elected position within the Society for Academic Emergency Medicine (SAEM) offers a remarkable opportunity to enhance and expand your leadership skills while shaping the future of the organization. These roles also provide the chance to collaborate with some of the brightest minds in academic emergency medicine. If you have experience leading an academy, committee, interest group, or have had any other significant volunteer role within SAEM, we encourage you to consider this opportunity.

Please use this guide to explore the roles, responsibilities, and time commitments associated with serving on the SAEM Board of Directors, Nominating Committee, or Bylaws Committee. Taking this step can be a transformative experience for both your professional growth and the advancement of SAEM.



SAEM Board of Directors Member-at-Large Position

2 positions available, 3-year term

Member-at-Large Term: 3-year term, with possibility of an additional 3-year term through the nomination and election process. Two members at large are elected every year. If a member-at-large runs for secretary/treasurer and vacates their term prior to 3 years, a third member-at-large will be elected to complete the remainder of the vacated term.

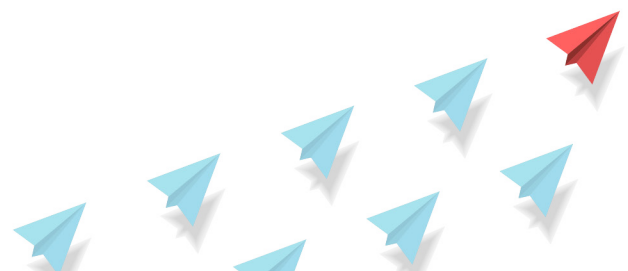
Board of Directors Structure: The Board will consist of twelve (12) persons: the President, President-Elect, Secretary-Treasurer, the Immediate Past President, six Members-at-Large, a Chair member, and a Resident member.

Board of Directors Attendance Policy: Per the bylaws, two unexcused absences from scheduled board meetings, the annual business meeting, or special meetings of the board during any term as a member of the board may constitute a de facto resignation. Excused absences (jury duty, family emergency etc.) may be granted. A valid passport is required during the time in service.

Board of Directors Time Commitment

- Attend all face-to-face board meetings
 - SAEM Annual Meeting at the start of the year term
 - Board Meeting at SAEM Headquarters (Des Plaines, IL): Typically held in the fall
 - SAEM Board Retreat: Typically held Saturday-Tuesday during the week of Martin Luther King Jr. Day in January
 - SAEM Annual Meeting at the end of the year term
- Attend (cameras on) the Society's monthly board meetings via video conference (3rd Tuesday of each month, 12:00 - 2:30 pm CT)
- Attend SAEM committee, academy, and interest group meetings that you serve as a liaison to
- Special task force meetings as needed

Helpful Hint: Many of the successful board members run for the member-at-large position more than once before being elected.



Board of Directors Roles/Responsibilities

Set Organization Direction

- Engage in strategic thinking and planning
- Set the organization's mission and vision for the future
- Establish organizational values
- Approve operational or annual plans

Ensure Necessary Resources

- Hire capable executive leadership
- Ensure adequate financial resources
- Promote positive public image
- Ensure the presence of a capable and responsible board

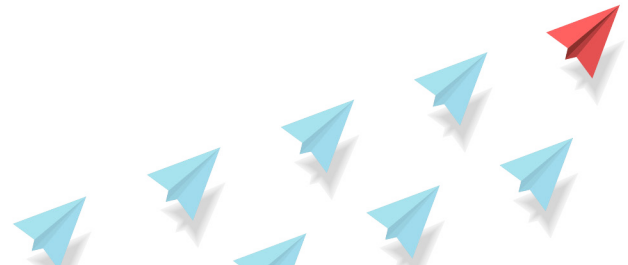
Provide Oversight

- Oversee financial management
- Minimize exposure to risk
- Minimize exposure to conflict
- Measure progress on strategic plan
- Monitor programs and services
- Provide legal and moral oversight
- Evaluate the ceo and board

All Legal and Fiduciary responsibilities fall on the SAEM Board of Directors – this includes all activities of RAMS, AACEM, Academies, Committees, Interest Groups, etc.

Board Liaison Role

- Provide a channel of communication between the SAEM Board and the SAEM academy, committee, interest group, or task force.
- Learn from the group about new topics, advances, or activities that would be beneficial for all of SAEM by helping or providing comprehensive services to its members.
- Assist the group in achieving its goals, and therefore the goals of the organization, by answering questions about SAEM policies, clarifying Board actions, identifying matters of interest/concerns, fostering collaborations with other groups, and providing advice regarding best practices for leading the group.
- Participate in group activities in an advisory capacity.



Nominating Committee Member-at-Large Position

1 position available, 2-year term

Monthly Meetings: May - December

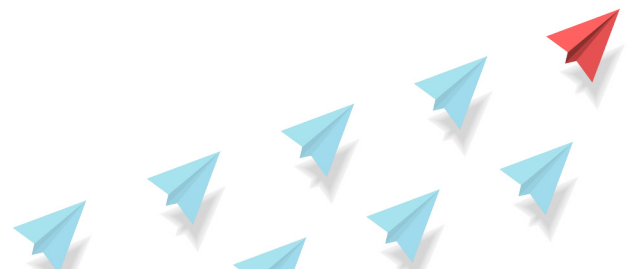
Group Composition: The Nominating Committee is a standing committee composed of the SAEM President-Elect as the chair, the Immediate Past President, a member of the Board of Directors serving a one-year term, and two additional members elected by the Board of Directors: one being an SAEM past-president (serving a one-year term) and one from the committee/task force chairs (serving a two-year term). Additionally, two members, who may not be part of the Board of Directors, are elected by the membership to serve staggered two-year terms..

Nominating Committee Responsibilities

- Select candidates to fill the naturally occurring vacancies on the SAEM Board of Directors and elected positions on the standing committees of the Society (nominating committee and bylaws committee) not otherwise designated and provided for by the SAEM bylaws.
- Seek the candidates' approval for formal nomination and shall place their names in nomination for election.

Evergreen Objectives for the Nominating Committee

- Present the recommended slate to the SAEM Board of Directors for the SAEM annual election ballot.
- Develop and maintain a list of potential future elected leaders.
- Upon initial review of candidates, provide the SAEM Board of Directors a gap analysis to allow for a diverse candidate pool.



Bylaws Committee Position

1 position available, 3-year term

Monthly meetings and Ad Hoc meetings as needed

Group Composition: 3 elected members. The elected members shall serve as the chair in the 3rd and final year.

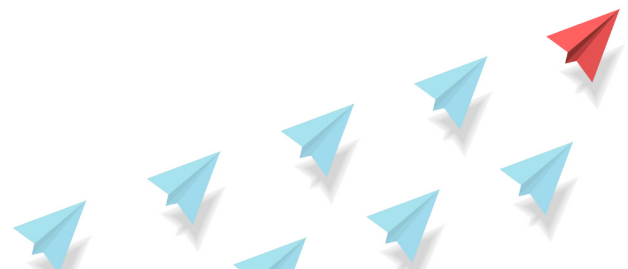
The SAEM Bylaws Committee is a standing committee served by a chair and two additional members. Members are elected for a staggered three-year term so that the member with the least remaining tenure shall serve as chair during their final year on the committee.

This Bylaws Committee Shall:

- Study the potential merits, adverse consequences, and legal implications of all proposed amendments or changes to the SAEM bylaws.
- Report their findings and recommendations to the SAEM Board of Directors before formal consideration of the proposed changes by the membership.
- Suggest other appropriate amendments to the bylaws to the SAEM Board of Directors.

Evergreen Objectives for the Bylaws Committee:

Review the SAEM bylaws, policies and procedures, and position statements via the determined 3-year cycle tracker. If needed, make recommendations to the SAEM Board if it is determined that updates are needed to align with the current role of the Society and/or long-term future based on the SAEM strategic plan.



Other Important SAEM Information

SAEM Organizational Structure

- **Academies, Committees/Task Forces, IGs**, are established groups of members that are formed to help SAEM achieve its overall mission.
- **RAMS** (Residents and Medical Students) gives residents and medical students a stronger voice within the SAEM community.
- SAEM has 2 journals: **Academic Emergency Medicine (AEM)** which features the best in peer-reviewed, cutting-edge original research relevant to the practice and investigation of emergency care and with the potential to elevate the human condition during times of emergency. **Academic Emergency Medicine Education and Training (AEM E&T)** is a bi-monthly, peer-reviewed journal dedicated to publishing information relevant to education and training in EM, plus a special conference proceedings issue.
- **AACEM** (Association of Academic Chairs in Emergency Medicine) supports the academic chairs of EM in their roles as leaders, educators, and innovators in healthcare delivery.
- The **SAEM Foundation** improves emergency care research through supporting the development of innovative researchers, expert educators, and future academic EM leaders.

SAEM Functional Areas & Key Staff

- Rudy Anderson, CAE, CEO, randerson@saem.org
- Doug Ray, MSA, Accounting, dray@saem.org
- Melissa McMillian, CAE, CNP, Foundation and Business Development, mmcmillian@saem.org
- Anthony Macalindong, Information Technology, amacalindong@saem.org
- Erin Campo, CAE, Governance and Operations, ecampo@saem.org
- Holly Byrd-Duncan, MBA, Membership and Meetings, hbyrdduncan@saem.org
- Melissa Matusek, CAE, Communications & Publications
- Deborah Samuel, MBA, FSACME, FACEHP, Education

All questions on the nomination and election process can be directed to governance@saem.org.

