

ACEP Chapter Executive Committee Job Descriptions

PRESIDENT:

- Represent the organization to the general public, the media, and the medical community.
- Chair Board meetings
- Chair Executive Committee conference calls
- Chair Government Affairs Committee (GAC) or other key Committees of the Chapter
- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example.
- Oversee committees, subcommittees, and task forces to ensure objectives are on track for completion and that work is consistent with goals, objectives, priorities and resource allocation. Is an ex-officio member of all committees.
- Write President's Message in each issue of the newsletter or magazine [Due 1 month prior to print publication]
- Appoint & Chair Board Nominating Committee
- Appoint & Chair Officer Nominating Committee
- Lead performance review of Executive Director and present to Executive Director
- Participate in ACEP Chapter President & Executive Director Town Halls (Zoom)
- Participate in ACEP Chapter Leader/Lobbyist calls
- Serve as ACEP Councillor
- May attend ACEP Leadership and Advocacy Conference; eligible for reimbursement
- Receive ACEP correspondence. All ACEP correspondence sent to the President is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.
- Receive State Medical Society correspondence. All State Medical Society correspondence sent to the President is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.

PRESIDENT ELECT:

- Attend Executive Committee conference calls
- Preside over meetings of the Board or Committees in the absence of the President.
- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example.
- Chair Government Affairs Committee (GAC) or other key Committees of the Chapter
- Emcee (with Vice-President) Legislative Leadership Conference or lead Advocacy Day
- Work with the Executive Director to set a Board meeting, Executive Committee & GAC schedule for the following year. Executive Committee calls occur two weeks prior to any scheduled board meeting, and at other times during the year when the need arises.
- Plan Board Retreat content

- Assist in completing performance review of Executive Director and present to Executive Director along with President.
- Appoint committee chairs and work group leaders
- Chair Board Retreat
- Recommend Member-at-Large to Board for election
- Serve as ACEP Councillor
- May attend ACEP Leadership and Advocacy Conference; eligible for reimbursement
- Receive some ACEP correspondence. All ACEP correspondence sent to the Executive Committee is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.

IMMEDIATE PAST PRESIDENT:

- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example.
- Advise President as necessary
- Assist in completing performance review of Executive Director
- Serve as ACEP Councillor
- May attend ACEP Leadership and Advocacy Conference; eligible for reimbursement
- Receive some ACEP correspondence. All ACEP correspondence sent to the Executive Committee is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.

VICE PRESIDENT:

- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example.
- Emcee (with Vice-President) Legislative Leadership Conference or lead Advocacy Day
- Assist in completing performance review of Executive Director
- Serve as ACEP Councillor
- Coordinate ACEP Council meeting;
 - Chair call to review all resolutions in advance of council
 - Appoint Councilors to shadow committees and take notes
 - Manage delegation to ensure full voting body on floor at all times
 - Manage delegation to ensure effective testimony on priority resolutions
 - Refer all candidate meeting requests to staff to send out questionnaire
 - Write re-cap article for general membership
- May attend ACEP Leadership and Advocacy Conference; eligible for reimbursement
- Receive some ACEP correspondence. All ACEP correspondence sent to the Executive Committee is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.

TREASURER:

- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example
- Make recommendations for Finance Committee appointments
- Chair Finance Committee. Duties of the Finance Committee include:
 - Review Audit with outside auditor and make recommendation to Board to accept/reject
 - Review investment portfolio and determine if rebalance is necessary
 - Every 3 years review Officer Compensation policy
- Assist in completing performance review of Executive Director
- Along with the Secretary, lead a 60-minute leadership training for the incoming board at the board retreat. The training will be based on material published by Board Source and provided to you by the Executive Director.
- Review proposed budget with the Executive Director
- Present proposed budget to the Board
- Serve as ACEP Councillor
- May attend ACEP Leadership and Advocacy Conference, eligible for reimbursement
- Receive some ACEP correspondence. All ACEP correspondence sent to the Executive Committee is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.

SECRETARY:

- As required of all Board members: make residency visits, solicit PAC and/or Action Fund contributions, make lapsed member renewal calls, and regularly communicate with members through written and online forums. Lead by example
- Chair Awards Committee
- Assist in completing performance review of Executive Director
- Along with the Treasurer, lead a 60-minute leadership training for the incoming board at the board retreat. The training will be based on material published by Board Source and provided to you by the Executive Director.
- Emcee Award Presentation
- Serve as ACEP Councillor
- May attend ACEP Leadership and Advocacy Conference, eligible for reimbursement
- Receive some ACEP correspondence. All ACEP correspondence sent to the Executive Committee is also sent to the Chapter Executive. Staff is responsible for responding, it is an FYI to you.