

AMERICAN COLLEGE OF EMERGENCY PHYSICIANS
Geriatric Emergency Medicine Section
Officer Duties

The Geriatric Emergency Medicine Section is chartered by the Board of Directors (Board) of the American College of Emergency Physicians (College) to provide a forum in which members of the College with special interests in geriatric emergency medicine can develop a knowledge base, share information, receive and give counsel, and serve as a resource to others interested in this area of emergency medicine.

1 Officers

The officers of the section shall be at a minimum the chair, the chair-elect, the immediate past-chair, secretary/newsletter editor, councillor, and alternate councillor. The officers shall be members of the section and serve for a term of two years. Following the chair's term of two years, there will be an additional two-year term designated as immediate past-chair. Chair may not serve more than two consecutive terms.

1.1 Duties of the chair of the section:

- 1.1.1 May be appointed by the College president to serve as a voting member of a related College committee if one exists.
- 1.1.2 May attend ACEP Board of Directors meetings at his/her own expense.
- 1.1.3 From time-to-time, section leaders may be asked by the President to attend the Board meetings of other entities. In this case, their expenses will be paid by the College.
- 1.1.4 Shall keep the Board of Directors and executive director informed of section activities via copies of correspondence, agenda, minutes of meetings, etc.
- 1.1.5 Shall submit an annual report to the College president and executive director, which consists of a list of achievements and activities of the past year and goals and objectives for the coming year.
- 1.1.6 Shall submit to the Board of Directors an informational summary of all section plans, goals, objectives, budgets, and meetings.
- 1.1.7 Shall preside at the annual meeting of the section and at any other meetings of the section. If absent, the chair-elect will assume the functions of the chair.
- 1.1.8 Shall appoint chairperson and members to any standing and special committees of the section to carry out section activities.
- 1.1.9 Shall have the privilege of recommending to the President the appointment of section members to committees of the College or section members representing the interests of the College with external organizations.

- 7.1.10 Shall be an ex officio member of all standing and special committees of the section.
- 7.1.11 Shall review all Section Grant proposals developed by their section members. Those developed section grant proposals that are determined to be appropriate for submission are then signed and submitted to the appropriate committee or task force assigned to manage the Section Grant Program.
- 7.2 Duties of the chair-elect:
 - 7.2.1 Shall serve as an officer of the section.
 - 7.2.2 Shall assist the chair in section duties as designated by the chair.
 - 7.2.3 Shall serve as chair in the absence, resignation, or death of the chair.
- 7.3 Duties of the immediate past-chair:
 - 7.3.1 Shall serve as an officer of the section.
 - 7.3.2 Shall serve as chair of the Section Nominating Committee.
 - 7.3.3 Shall assist the chair in their duties for the section as designated by the chair.
- 7.4 Duties of the secretary/newsletter editor:
 - 7.4.1 Shall review the minutes of the annual meeting of the section and submit to the appropriate section communication vehicle.
 - 7.4.2 Shall review the names of the elected section officers for appropriate dissemination.
 - 7.4.3 Shall assist the section chair in the preparation of an annual meeting and the chair of other committees of the section, as requested.
 - 7.4.4 Shall distribute to the membership via the section newsletter or other communications vehicle.
 - 7.4.4.1 The minutes of the annual meeting of the section.
 - 7.4.4.2 Such information as shall from time to time be of interest to members of the section.
 - 7.4.5 Shall notify members regarding their appointment to any committees of the section when asked by the chair.
 - 7.4.6 When requested by the chair, shall give due notice of all meetings of the section and the Section Executive Committee to the membership of the section and the Board Liaison.
 - 7.4.7 Shall serve as editor of the section newsletter.
 - 7.4.8 Shall carry out such other duties as are assigned by the chair of the section and the Board of Directors of the College.

2

Councillor

- 2.1 The section shall elect a councillor and an alternate councillor(s) to represent the section to the Council of the College (Council). Term of office is two years, with the alternate councillor(s) becoming the councillor at the end of his/her two-year term. If he/she cannot serve as councillor, the section shall elect a member to fill both positions and resume normal progression from alternate councillor(s) to councillor.

- 2.2 Duties of the councillor and alternate councillor(s):
 - 2.2.1 Shall represent the section at the Council meeting.
 - 2.2.2 Shall have duties, obligations, and privileges as designated by the Bylaws and procedures adopted by the Council.
 - 2.2.3 Shall keep the section informed of all Council activities before, during, and between sessions and report to the section, in its newsletter and/or other communication vehicles, all important matters considered.
 - 2.2.4 Shall bring any resolutions that are developed to the Council from the section.