

# **SAEM Wilderness Medicine Interest Group**

## **Officer Roles and Responsibilities**

2024

### **President:**

- Shall set the agenda and preside over interest group meetings
- Shall attend at least 70% of the interest group monthly business meetings
- Shall designate an individual to lead the monthly meeting if unable to attend
- Shall attend the interest group business meeting at SAEM national meeting in person
- Shall lead the development of the objectives for the upcoming year
- Shall provide a written report of the interest group's activities to the SAEM board of directors by April 1st
- Shall attend SAEM's interest group chair orientation conference call
- Shall help prepare the president-elect for next year's leadership
- Shall meet with and provide a hand off to the incoming president at the end of term
- Shall serve a one year term

### **President-Elect:**

- Shall learn the mechanisms of the group in attaining its objectives under the president
- Shall attend at least 70% of the interest group monthly business meetings
- Shall lead the interest group business meeting at the upcoming SAEM national meeting in person
- Shall serve as president, when necessary
- Shall oversee the Pulse article submissions on behalf of the interest group
- Shall serve a two year term in total (one as president-elect and one as president)

### **Secretary:**

- Shall take minutes at the monthly meetings and distribute these to the SAEM website community board
- Shall attend at least 70% of the interest group monthly business meetings
- Shall facilitate communication between the officers and members by posting to the interest group's community board on the SAEM site
- Shall maintain social media presence
- Shall serve a one year term

### **Treasurer:**

- Shall make attempts to discover funding for interest group activities
- Shall attend at least 70% of the interest group monthly business meetings
- Shall serve a one year term

**Members-at-Large:**

- Shall assist other officers in fulfilling the interest group's objectives
- Shall serve a one year term

**Board advisor panel:**

- Prior officers interested in acting in an advisory role to the interest group officers are encouraged to provide their contact information to the board.
  - This can be done through the nomination form or by contacting board members at any time