

## EMARC Guidelines

### **Section I - Organizational Structure**

#### **Membership:**

The Emergency Medicine Association of Residency Coordinators (EMARC) is an organization structure within the Council of Emergency Medicine Residency Directors (CORD), established to provide educational opportunities and professional development for residency coordinators. Residency Coordinators from programs with current membership in CORD are eligible to participate (the membership). All members are eligible to vote. Dues shall be collected annually by CORD. The invoiced amount, which is collected, will be assigned to the EMARC account for use as necessary to meet the organization's financial obligations. The parent organization (CORD) while collecting and holding the financial accounts for EMARC is in no way financially responsible for any debts incurred by EMARC.

#### **Structure:**

The Executive Committee shall consist of ten (10) members. Those members will be a Chairman, Immediate Past-Chair, Vice Chairman, Secretary/Treasurer and six (6) members at large. These representatives will be elected by the membership of EMARC. An Emergency Medicine coordinator must be nominated by a registered member of the organization during the "call for nominations." The nomination committee shall submit a ballot of eligible candidates to the membership thirty (30) days prior to the annual forum. Election shall be by a simple majority, conducted using a confidential, on-line survey. Elected officers shall assume office at the close of the annual forum. Elected officers shall serve for a period of one (1) year. Officers may hold office for more than one (1) term, but no more than two (2) consecutive terms.

Vacancies on the Executive Committee will be appointed, upon recommendation of the Executive Committee, to serve out the remainder of the current term. If the vacancy is the office of the Chairman, prior to the expiration of the term, the Vice Chairman shall assume the duties and authority of the Chairman for the remainder of the current term. Due to this change in leadership, the vacant Vice Chairman position will be filled according to the policy stated above.

Meetings:

The Executive Committee shall meet, via conference call, no less than once a month and in person at the annual forum. The Executive Committee shall determine the dates and times of the monthly meetings.

The membership shall meet annually during the CORD Academic Assembly. A business meeting will be held for the membership at which time, at a minimum, the following will be presented:

- A financial annual report.
- Report of the activities of the Executive Committee and each standing/ad-hoc committee.
- Report of the nominations and election results.

## **Section II - Job Descriptions for the Executive Committee**

### **Members of the Executive Committee:**

**Purpose:** To act as voting members of the Executive Committee with full authority and responsibility to develop policies, procedures and regulations for the operation of EMARC. To monitor the organization's financial health, programs and overall performance.

- Establish Policies
- Monitor finances.
- Create and update long-range plans for EMARC.
- Select and support the organization's standing and ad hoc committee members and periodically review their performances.
- Adopt key operating policies and procedures, approve contracts as appropriate.

### **Individual Executive Committee Member Duties:**

- Attend all Executive Committee meetings, activities, including special events.
- Become knowledgeable about the organization.
- Come to Executive Committee meetings well-prepared and well-informed about issues on the agenda.
- Contribute to the meetings by constructively expressing their point of view.
- Consider other view points, make constructive suggestions and help the Executive Committee make decisions that benefit the organization.
- Represent the organization to individuals, the public and other organizations.

- Assume leadership roles when asked.
- Keep the Chairman informed about any concerns of the membership.

**Rationale:** The Executive Committee members set broad policies and goals and give the Chairman the support to implement them in the day-to-day management of the organization. Individual members of the Executive Committee have no authority to act independently of the Executive Committee. Executive Committee members are also “trustees” of the organization who approve the annual budget that ensures it can meet its financial obligations.

### **Chairman:**

**Purpose:** To supervise Executive Committee members as the principal elected officer of EMARC.

### **Duties and responsibilities:**

- Preside over meetings of the Executive Committee and the annual forum.
- Serve as ex-officio member of all standing and ad hoc committees.
- Work with CORD to see that all orders and resolutions of the membership are carried out.
- Coordinate the work of the members of the Executive Committee and standing/ad hoc committees.
- Call special meetings as the need arises.
- Act as liaison to CORD Board of Directors.
- Facilitate the Executive Committee’s decision making.
- Develop a positive working relationship with CORD.
- Act as official spokes person for the Executive Committee.
- Work with the Membership/Newsletter Committee to recruit new members.
- Foster a sense of team spirit on the Executive Committee.

**Rationale:** The Chairman’s main responsibilities are to manage and direct the Executive Committee members and to preside over all Executive Committee meetings.

### **Vice Chairman:**

**Purpose:** To take over the duties and responsibilities of the Chairman in his/her absence. To be standing Chair of the Nominating Committee.

### **Duties and responsibilities:**

- Attend all Executive Committee meetings.

- Work closely with the Chairman to become familiar with the duties and responsibilities of the Chairman's position.
- Assume the office of Chairman when the Chairman is unavailable.
- Chair the Nominating Committee.
- Chair any of the ad hoc committees, which may be formed to carry out the responsibilities of the Executive Committee.
- Fill the unexpired term of a Chairman who resigns or otherwise leaves the Executive Committee.

**Rationale:** This role is important to ensure the orderly transition of Executive Committee leadership. To be adequately prepared he/she will work closely with the Chairman. The Vice Chairman must be familiar with the Executive Committee's various projects and the work of the standing/ad hoc committees in the event that he/she must take over the duties of the Chairman.

### **Secretary/Treasurer:**

**Purpose:** The Secretary/Treasurer shall record all the proceedings of EMARC's meetings and receive and distribute EMARC's mail and act as liaison to CORD Treasurer.

### **Duties and Responsibilities:**

- Record all Executive Committee meetings and the business meeting at the annual forum.
- Ensure that all Executive Committee members are notified of the times and dates of all meetings.
- Review Executive Committee minutes for accuracy.
- Distribute meeting minutes for the Executive Committee ~~via email~~ within two (2) weeks following each meeting.
- Maintain a register of the Executive Committee members' 's addresses, phone numbers and email addresses.
- The Secretary/Treasurer's business address will be used for EMARC's business address.
- The Secretary/Treasurer will be responsible for receiving and distributing EMARC's mail.
- When necessary, obtain information from records and minutes to assist decision making.
- Work with CORD staff to review and submit full and accurate financial data to the membership.
- Review EMARC's annual audit/review and answer questions from the membership, CORD and any independent auditing organizations.

**Rationale:** The Secretary/Treasurer keeps track of the organization's documents and records and ensures the accuracy of minutes and maintains the calendar of meetings.

## **Members at Large:**

**Purpose:** There will be six (6) Members-at-Large on the Executive Committee from the membership, to represent the membership.

## **Duties and Responsibilities:**

- Participate in Executive Committee meetings.
- Represent the membership by providing the Executive committee with feedback from the membership on issues of concern.

**Rationale:** The role of the members at large is to assist in the cohesiveness of the membership by interacting with members, obtaining feedback and bringing matters of concern to the attention of the Executive Committee.

## **Section III - EMARC Standing Committees**

There are five (5) standing committees within EMARC:

- **PROFESSIONAL DEVELOPMENT COMMITTEE**
- **MEMBERSHIP COMMITTEE**
- **NOMINATING COMMITTEE**
- **PLANNING COMMITTEE**
- **WEBSITE COMMITTEE**

A member of the Executive Committee will be a liaison to each standing committee.

### **PROFESSIONAL DEVELOPMENT COMMITTEE:**

**Purpose:** The Professional Development committee will gather, develop and organize educational materials to aid in the professional development of the membership. Projects include, but are not limited to, a universal job description, coordinator's handbook, and the annual salary survey. Additionally, this committee is charged with the development and implementation of a certification process for Emergency Medicine Residency Coordinators.

### **MEMBERSHIP COMMITTEE:**

**Purpose:** The Membership Committee will strive to ensure that all Emergency Medicine programs, accredited by the Accreditation Council for Graduate Medical Education (ACGME), are represented in EMARC. This committee will develop programs and initiatives to promote membership and disseminate information to the membership.

### **NOMINATING COMMITTEE:**

**Purpose:** The Nominating Committee will oversee the election process for the Executive Committee, excluding the members at large. This includes collecting the nominations for the Chairman, Vice Chairman and Secretary/Treasurer positions, distributing and collecting the election ballots from the membership, tallying the election ballots, and announcing the results of the election.

#### **PLANNING COMMITTEE:**

**Purpose:** The Planning Committee will be responsible for the coordination of the EMARC track of the CORD Academic Assembly. This committee will consist of no less than five (5) members. Responsibilities and duties will be equally divided among all committee members.

#### **WEBSITE COMMITTEE:**

**Purpose:** The Website Committee will be responsible for the information posted on the EMARC website. This includes gathering information from the Membership committee and working with CORD staff to ensure timely updates.

#### **AD HOC COMMITTEES:**

**Purpose:** Ad hoc committees may be established to undertake responsibilities designated by the Executive Committee. These committees shall be composed of members from the general membership assigned to work on a specific project. The chair of these committees will typically be the Vice Chairman of the Executive Committee.

### **Section IV - Miscellaneous Guidelines**

#### **TERM OF OFFICE:**

Recommendation is that term of each position be for one (1) year. The Vice Chairman will become the Chairman of the Executive Committee after serving one (1) as Vice Chairman. That will ensure a smooth transition of leadership. Other members of the Executive Committee can be nominated and elected as Vice Chairman to eventually take over as Chairman after serving a one (1) year term.

The term for any standing and ad hoc committees would be for the duration of their project(s).

#### **FINANCES:**

EMARC and its members shall not seek independent funding or support from outside sources without prior consent of the CORD Board.

No part of EMARC's income shall be paid, distributed or otherwise inured to the benefit or use of its members. Distribution will be made for services rendered and to make payments and distribution in furtherance of EMARC's general purposes.

In the event of the discontinuation of EMARC, any remaining funds will be given to CORD.

**AMENDMENTS:**

These Guidelines may be amended by a simple majority of voted by the membership. The following procedure will be followed for revising EMARC's Guidelines:

- Proposed amendments shall be submitted in writing to the Chairman of the Executive Committee.
- Only current members of EMARC may submit amendment proposals.
- The proposed amendment(s) shall be placed on the Executive Committee's monthly meeting agenda.
- The Executive Committee must discuss the issue within two monthly meetings.
- The Executive Committee will vote to determine if the proposal is taken to the membership for voting.
- If the Executive Committee votes favorably then the Executive Committee has thirty (30) days to provide written notification to the membership of the proposed amendments(s).
- From the date the membership is notified of the proposed amendment(s) voting shall occur within sixty (60) days.
- If the Executive Committee votes unfavorably a letter of explanation will be provided to the member who made the request.