

Research in Medical Education Section

RIME Section Head Duties

General Duties

1. Updates for the section chairs are given to the Communications person.
2. Each Section sponsors a session at the CGEA meeting of an area of interest,
3. GME and CME Section chairs are elected every two years during even numbered years; RIME and UGME will be elected every two years during odd numbered years.
4. Until the Section has a full complement of officers (Section Representative and Section Representative-Elect); the Steering Committee for each section shall consist of the elected Section Representative and individuals appointed by the Section Representative to achieve a Steering Committee of five members.

Specific Duties

1. Promote the development of research in medical education through sponsoring presentations of the research results at the annual meeting and through offering workshops in research-related skills for the membership - (also at the annual meetings).
2. Work with program chair(s) to identify and coordinate these components of the annual meeting.
3. With the help of the RIME section steering committee, identify initiatives for the Central region.
Note: the RIME steering committee includes:
Section Chair - elected for a 2-year term
Section Chair-Elect - 1-year term
Section Past-chair - 1-year term
Program chair - 1-year term, with possible reappointment
2 at-large members - 2-year-terms, elected or appointed by Section Chair
4. Work with the other RIME regional heads and the national RIME section chair to address issues arising from AAMC.
5. Attend three Executive Committee meetings per year (in summer, at the spring meeting, and at the AAMC annual meeting).
6. Prepare and distribute progress reports of RIME Section Head activities at the three Executive Committee meetings per year.

Tips:

1. When planning the RIME portion of the program and assigning reviewers to the submitted proposals, do not assign yourself as RIME section head. You need to be in reserve to pick up the proposals dropped when

someone backs out or something else untoward happens (as it has annually for the past few years).

2. When you send proposals to reviewers, follow-up to verify they got them. There is almost always one email address that doesn't work.
3. Put the facilitated poster session early in the opening night schedule, at the beginning of the poster session - before people start drifting away and get too wrapped up in other conversations. This lets people spend quality time with these poster presenters.
4. Form an advisory committee early. They are particularly useful for advice on invited RIME sessions for the program and helping identify your eventual replacement.
5. People like RIME invited sessions at the annual meeting that teach various aspects of research skills - methods, statistical procedures, design, etc.