

Continuing Medical Education Section

CME 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. Represent the interests of continuing medical education on the Executive Committee.
2. Encourage the participation of CME educators in CGEA activities.
3. Identify a CME Steering Committee.
4. Solicit invited sessions by CME educators for the annual spring meeting.
5. Conduct the section meeting at the annual spring meeting.
6. Establish goals and objectives for CME within the CGEA.
7. Attend three Executive Committee meetings per year (in summer, at the spring meeting, and at the AAMC annual meeting).
8. Prepare and distribute progress reports of CME Section Head activities at the three Executive Committee meetings per year.