

Undergraduate Medical Education Section

UGME SECTION HEAD

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. Facilitate activities of the UGME section (i.e. chair meetings, communicate with self-identified group, assist members interested in developing SIGs), etc.
2. Chair the "steering committee" - contact members, nag them to assist with ongoing activities.
3. Identify/create the UGME track sessions for the spring meeting
4. Transmit information from national UGME to CGEA section.
5. Attend executive committee meetings (three per year - summer, spring meeting, AAMC annual meeting) and conference calls, assist with CGEA decision making.
6. Prepare and distribute progress reports of UGME Section Head activities at the three Executive Committee meetings per year.