Executive Board and Working Group Organizational Structure

### EXECUTIVE BOARD

**Executive Board Voting Members**

<table>
<thead>
<tr>
<th>Chair</th>
<th>Board member* #2</th>
<th>Board member* #3</th>
<th>Board member* #4</th>
<th>Board member* #5</th>
<th>Resident Physician** #1</th>
<th>Resident Physician** #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 years</td>
<td>5 years</td>
<td>5 years</td>
<td>5 years</td>
<td>5 years</td>
<td>2 terms</td>
<td>2 terms</td>
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- All terms start/end July 1
- Provide guidance and direction for ROECSG.
- Determine committees/working groups, Review applications for committee appointments. Appoint committee chairs.
- Responsible for Annual Symposium - Chair: (TBD Annually - exec board member); Coordinator: Exec board chair; Abstract selection committee
- Newsletter - Generate a semi-annual newsletter
- Membership - Maintain an active membership database. Maintain a database of institutions willing to pilot new initiatives, with a point person.
- Quarterly meetings March (pre-symposium), June, September, December
- *Board member can be any profession (physician, physicist, therapist, etc)
- **Resident physicians join at start of PGY4 year, rotate off at end of PGYS year

**Executive Board Advisory Members (non-voting)**

<table>
<thead>
<tr>
<th>Ex-officio board member #1</th>
<th>Ex-officio board member #2</th>
<th>Ex-officio resident physician</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years</td>
<td>2 years</td>
<td>1 year</td>
</tr>
</tbody>
</table>

- All terms start/end July 1
- Participate in board meetings as available
- Provide input on ROECSG initiatives

### WORKING GROUPS

**Medical Student Education/UGME**

- Co-Chair
  - 2 years 2 terms

**Resident Education/GME**

- Co-Chair
  - 2 years 2 terms

**Continuing Medical Education/Certification**

- Co-Chair
  - 2 years 2 terms

**Interprofessional Education**

- Co-Chair
  - 2 years 2 terms

**Patient Education**

- Co-Chair
  - 2 years 2 terms

**Working group chairs**

- Primary contact for information or ideas in that content area
- Maintain list of committee members
- Maintain list of active initiatives
- Track participants
- Discuss authorship/collaboration early and often
- Report back to exec board on committee activity at quarterly exec board meetings
- Quarterly working meetings (minimum)
- Annual presentation of activities/progress summary at ROECSG Symposium (5 minutes)
- Structure of individual committee is up to committee chairs with review by board as needed
- Consider individual initiative working groups

**Working group members**

- Terms start/end July 1
- Open membership - contact working group chair
- Attending, resident, student, other health professions, etc all eligible
- Annual term, no limit

### Spring Symposium Planning Committee

- Coordinator: ROECSG Chair
- Abstract review committee chair #1
  - 2 years 2 terms
- Abstract review committee chair #2
  - 2 years 2 terms
- Abstract review committee members
  - Unlimited

- All terms start/end July 1
- Participate in exec board meetings as available
- Provide input on ROECSG Spring Symposium planning