



Executive Board Member Responsibilities and Nominee Qualifications

We are seeking nominations for members to serve on the **SEACSM Executive Board**. This year we will be selecting a **President-Elect**, three **At-Large Members**, and one **Student Representative**. Elections will be held at the time of the Annual Meeting and newly elected board members will begin their service at the end of the Annual Meeting.

At-Large Members

At-Large Members serve a two-year term on the Executive Board and are responsible for planning and managing the Annual Meeting, organizing other chapter activities, and participating in several executive board meetings. At-Large Members must be members in good standing with the chapter and commit to attending the Annual Meetings during their term.

Specific responsibilities of At-Large Members include managing the abstract review process, organizing AV teams and providing AV support at the meeting, planning and running the student bowl, managing the conference app, coordinating social media, and assisting with other aspects of the Annual Meeting.

Qualifications for At-Large Members include a history of attendance, presenting, and service at SEACSM Annual Meetings. Some examples include abstract reviewer, AV team sponsor, Student Bowl team sponsor, serving on an SEACSM committee, chairing a session, LDTP mentor, serving as the fall lecture coordinator or host, judging award presentations, assisting with the Sports Medicine Physician Track program, or other volunteer activities with the chapter.

President-Elect

The President-Elect serves a three-year term on the Executive Board, continuing on to President after the first year and Past-President after the second year. The major responsibility of the President-Elect is to plan, organize, and administer the Annual Meeting. The President-Elect must be a member in good standing with the chapter and commit to attending the Annual Meetings during their term.

Specific responsibilities of the President-Elect include supervising the abstract submission and review processes, making final decisions about abstract acceptance, building the program and scheduling sessions, communicating with presenters, and coordinating Annual Meeting activities of board members and volunteers.

Qualifications for President-Elect include prior service as a Member-At-Large on the Executive Board and demonstrating an ongoing commitment to involvement and service with the chapter.

Student Representative

Student Representatives serve a two-year term on the Executive Board and are responsible for planning and managing the Annual Meeting, organizing other chapter activities, and participating in several executive board meetings. Student Representatives must be full-time undergraduate or graduate students at an institution within the geographic area of the chapter and must be members in good standing with the chapter and commit to attending the Annual Meetings during their term.

Specific responsibilities of the Student Representatives include maintaining the social media accounts for the chapter, communicating with student members, organizing the student help desk and other student events at the Annual Meeting, assisting with the conference app, leading efforts to increase student involvement in the chapter, and assisting with other aspects of the Annual Meeting.

Qualifications for Student Representatives include attendance and involvement, including presentations and volunteering, at prior SEACSM Annual Meetings.