



# Undergraduate Medical Education Committee (UMEC)

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## APGO UMEC Member Job Description

### Expectations

The fellowship and collegiality of the committee are central to the successful achievement of its goals. Membership requires a serious commitment of time and talent, including active participation at every meeting. Recurrent absences from and/or non-participation in meetings and/or conference calls as well as missing assigned deadlines without active communication with the chair may constitute grounds for dismissal at the discretion of the UMEC chair and APGO president.

It is expected that your department chair will be supportive of your committee involvement. Your chair will be asked to sign your committee appointment letter to confirm his/her support and agreement to provide adequate release time.

### UMEC members:

- Must maintain active individual membership in APGO for the duration of service
- Must be committed to fulfilling the mission and goals of APGO and the committee
- Attend and participate in all scheduled UMEC meetings, conference calls and programs that UMEC leads
- Complete tasks/projects as assigned on time
- Serve as faculty and leadership for APGO Capstone Programs and other programs as assigned
  - Each member develops and conducts at least one breakout session at each Faculty Development Seminar, meeting deadlines as outlined by the Program co-chairs. UMEC members are encouraged to optimize opportunities for non-UMEC members to contribute to this program. One means of accomplishing this is by presenting breakout sessions in pairs or teams, thereby maximizing the number of slots available. A second means of accomplishing this is by inviting non-UMEC members to present along with them in pairs or teams.
  - Each UMEC member develops and conducts at least one breakout session at each CREOG & APGO Annual Meeting. This can also be accomplished by working in teams.
- Will produce scholarly work for national recognition of APGO and the committee
  - Each UMEC member serves as the lead author on at least one UMEC publication during his/her 6-year term. This can be either within the framework of the *To The Point* Series or as a separate, UMEC project. As the *To The Point* series articles are assigned to members working in pairs, one such completed article fulfills this obligation for both individuals. New members will not be included in manuscripts that are in progress prior to their current UMEC term.
- Will be required to sign an APGO conflict of interest and confidentiality agreement

### Time Commitment

- The appointment is for two years with the opportunity for two 2-year reappointments, for a total of six years of service.
- Committee members are expected to attend the APGO Martin L. Stone, MD Faculty Development Seminar, APGO Susan M. Cox, MD Clerkship Directors' School 101/201/301, the Transition to Residency School for Educators and the CREOG & APGO Annual Meeting.
- Standing UMEC meetings occur three times a year: at the APGO Martin L. Stone, MD Faculty Development Seminar, the CREOG & APGO Annual Meeting, and a 3-4-day working retreat held in

July, where much of the committee work is done. Work continues on projects between meetings with a significant time commitment especially just prior to the UMEC meetings and APGO conferences where UMEC presents workshops and sessions.

### **Expenses**

Committee members are expected to attend the APGO Martin L. Stone, MD Faculty Development Seminar and the CREOG & APGO Annual Meeting at their own expense. APGO will cover one night of UMEC member hotel stays at each of the above meetings for UMEC members serving as faculty for the APGO Susan M. Cox, MD Clerkship Directors' School and Transition to Residency School for Educators, where applicable. The summer UMEC working retreat expenses will also be covered by APGO according to its travel policy. The cost to attend other meetings for liaison activities is the responsibility of the individual UMEC member. The UMEC travel policies will be shared with appointment letter.

### **Qualifications**

- Active APGO individual membership
- Active participation in APGO meetings, programs and activities
- Demonstrated educational scholarship and leadership
- Commitment to medical education and APGO's mission

### **Opportunity for Growth and/or Leadership within the Committee**

- UMEC Chair
  - UMEC members are eligible to become chair after serving all six years of his/her three eligible terms. The term for UMEC chair is two years, so the chair will have a total of eight years of service.
  - Interested members in their third term must submit a letter of intent to the current chair that includes what they plan to bring to the position. The current chair will review the letters, conduct personal interviews with each applicant and submit his/her recommendations, along with the letters of intent, to the APGO president for consideration.
  - The APGO UMEC chair is appointed by the APGO president
  - The UMEC chair reports to APGO Board of Directors and is required to attend and submit reports to the annual APGO Board of Directors meetings held in conjunction with the CREOG & APGO Annual Meeting and the interim meetings each August.
  - The UMEC chair presents a report to the APGO membership annually during the APGO Business Meeting and authors an update in the APGO Annual Report.
- Ad Hoc Leadership Assignments

Ad hoc leadership assignments are made as the need arises. Leadership assignments are based on individual interest, expertise, leadership skills, and experience. Each UMEC member typically holds two or more standing and/or ad hoc project leadership positions over the course of his or her six-year term.

  - APGO Martin L. Stone, MD Faculty Development Seminar program co-chairs (Senior and junior member)
  - APGO Susan M. Cox, MD Clerkship Directors' School program co-chairs (senior and junior member)
  - Transition to Residency School for Educators program co-chairs (senior and junior member)
  - APGO eBulletin liaisons (senior and junior member)
  - Alliance for Clinical Educators (ACE) representatives (mix of senior and junior members)