PCOM Emergency Medicine Club
Executive Board Position Descriptions

1) President
The EM Club is one of the largest and most active clubs on campus. As President, your primary role is to carry on the mission of the club and continue to contribute to the professional development of its members by planning efficiently, organizing details and delegating responsibilities to respective E-Board members.

Every member of the E-Board will contribute to planning events (e.g. speakers, workshops, fundraisers, etc.); when planning an event the other board members will contribute their research and present the options to the president and to the rest of the E-Board during meetings or remote group discussion (typically via Slack). It is a collaborative effort, but it is the responsibility of the president to make the final decisions regarding which events will take place and how they will be carried out. It is also ultimately up to him/her to make sure that the plan is carried out effectively. This will entail scheduling (M1/M2/PA/Bio Med/Speaker calendars), picking food choices, buying gifts, corresponding with speakers and representatives, etc. Much of this work can be delegated, but it is up to the president to make sure it all gets done. As president, you will be in constant contact with physicians, program directors, and other important figures in Emergency Medicine, so it is your duty to represent PCOM with the highest of standards. A large portion of your time will be spent administratively via writing emails (and maintaining the EM Club email account), making phone calls, updating the club website, maintaining the club Google Drive, being the main point of contact for the CLAC/working closely with CLAC employees and students, planning E-Board meetings and finalizing the curriculum/schedule for each term. In general, you will be planning 1-2 events per week in addition to the weekly (Thursday evening) Sim Lab sessions.

Organizing is the tedious part. There are a lot of minute details that go into each event and it will be your responsibility to make sure they get done. For example, making sure there are plates, utensils, etc. whenever there is food, meeting a speaker at a specific time and place, delivering gifts and parking passes, writing thank you cards, confirming adequate supplies at workshops, booking a room for your meetings and events, and the list goes on! It is NOT your responsibility to complete all of these tasks yourself, but to simply organize what needs to be done. However, the president must be ready to step in to complete a task to ensure success of the event; this may include facilitating a Sim Lab session or running a skills lab. This brings us to the final job of the president, delegation.

Delegate responsibilities. Your E-Board’s willingness and commitment will determine the success of this club, but your role in assigning specific tasks regulates how well everything gets executed. You need to be flexible, understanding, and at the same time not be afraid to tell people what to do by communicating effectively. It is the president’s job to keep the big picture in mind so that everything runs smoothly and in order to do so, roles must be

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delegated. As you will see in the other job descriptions, it is typical for different E-Board positions to be held responsible for completing a given task at each event. For example, the treasurer is in charge of securing the food, gift and parking pass for each event. Thus, freeing the president’s mind from having to complete those tasks. You will depend on your E-Board a lot, so make sure you are a team player and you look after them, or else you will fail.

You will also be responsible for running E-Board/Liaison meetings, setting agendas, introducing speakers to a large group (cannot be afraid of public speaking), making sure your event is legal/allowed at PCOM, and communicating with our faculty advisors. Honestly, it’s a lot of work, but it’s what you make of it and definitely worth it in the end. If you genuinely want to see students passionately learning about Emergency Medicine and you feel like it is your personal responsibility in life to give them every opportunity to do so, you should run for this position!

Current President: Sierra Williams (sw256166@pcom.edu)

2) Vice President
As vice president, one of your main duties will be representing the club at a national level. You will be responsible for making sure that the club takes advantage, participates and is recognized at a national level. You will take part in national conference calls with other EM clubs, coordinate sending members to conferences and be active in furthering relationships with national groups like the ACOEP, ACEP, EMRA and the newly-formed PACEP MSC (you should be well versed in these extremely important EM organizations before running for this position). You will also serve as the primary point of contact for the ACOEP-RSO regional club advisor. In addition, you will work with the president to submit applications for EM Club of the Year via the ACOEP and EMRA.

The vice president shares the responsibilities (see above) of the president and should be prepared to help shoulder the burden of running the club. Like the President, the VP is expected to know the goings on of all the other E-board members and should help them in completing their tasks. The VP is required (like the rest of the board) to plan/organize/set-up events, make connections and bring in new contacts/opportunities to the club.

The great thing about the VP position is that you can be instrumental in all areas of the club and help out wherever it is needed. However, if the president were to fall, the VP must be ready at a moment’s notice to assume executive power.

Current VP: Shane Brown (sb229064@pcom.edu)
3) **Treasurer**
As treasurer, you will handle all of the EM club funds; the club bank account and debit cards will be in your name as well as the president. Since our club has >400 members across all years and is one of the most active clubs on campus, this role can be a time-consuming job. The treasurer’s responsibilities begin with collecting dues at the beginning of the year and making sure all paid members are included in the updated club member list. While the budget for the year is discussed by the entire E-Board, it is largely the job of the treasurer to delegate what money can be spent on food for events, equipment for labs, gifts for speakers, conference travel and community service events we participate in as a club. You will keep a keen eye on your Venmo account, be responsible for managing all receipts, make bank deposits and most importantly, maintain a spreadsheet with all transactions so funds can be viewed quickly when the E-Board is making decisions. You will work closely with the president throughout the year to be the final say on many decisions as the budget plays a key role in how the club functions. In addition, you will maintain a Google Drive folder provided by the SOC in which you are required to provided monthly bank statements and event receipts. Like any E-Board member, you will acquire additional jobs and responsibilities as needed. Most commonly this includes ensuring visiting guests have parking passes and that their gift has been arranged, ordering food for events, organizing food delivery and making sure that there are beverages, napkins, plates, cups, etc. for the meeting. Also, either the treasurer and/or president must be present at any SOC Budget meetings throughout the year (usually 2-3).

*Current Treasurer: Pat Boyle ([pb258644@pcom.edu](mailto:pb258644@pcom.edu))*

4) **Secretary**
The responsibilities of the secretary include organizational and administrative tasks for the board as well as providing a supportive role during meetings. Specifically, the secretary will take minutes during meetings as needed and notes during speaker events (or collect PowerPoint presentations, panel contact info, etc.) to make sure the appropriate parties receive the information. The secretary is also in charge of promoting events via the club website, Facebook groups/club page, and the Student Life weekly blast email. The secretary will send regular emails to club members including monthly events, weekly Sim Lab sign-up, event reminders and any special information that must relayed to members. As delegated by the president, the secretary will be responsible for light management of the EM Club calendar. The secretary will be responsible for maintaining the Events and Announcements page on the EM club website. In addition to promoting events, the secretary must also book rooms for events using the Astra system. The secretary, like the other executive board members, must also play a role in being a liaison with speakers and other contacts when necessary.

*Current Secretary: Pierce Knox ([pk234103@pcom.edu](mailto:pk234103@pcom.edu))*

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5) **Community Service Coordinator**
The primary responsibility of the Community Service Chair is to incorporate club members into volunteer and service events that take place through PCOM or the community. This will involve collaboration with other clubs on campus, and seeking out long term volunteer opportunities (such as Philadelphia FIGHT and MANNA) as well as one-time opportunities like park and neighborhood clean-ups. In addition, all community service activities must be documented via a provided SOC Google Form, as we are required to complete at least 1 service activity per term.

As with any board member, additional responsibilities include helping to run club skill labs, assisting during events and creating as many educational and service opportunities for club members as possible!

*Current Community Service Coordinator: Sam Traslaviña (st8038@pcom.edu)*

6) **Shadowing Coordinator**
The shadowing coordinator liaises with physician-faculty at various area hospitals to coordinate shadowing time for dues-paying members. This position involves a great deal of attention to detail and communication with members as there are various requirements/paperwork involved with shadowing in each Emergency Department. The shadowing coordinator is responsible for maintaining the club’s relationships with participating hospitals and ensuring the ability to continuously offer this opportunity to students. Ideally, shadowing shifts are provided on a monthly basis at each hospital.

*Current Shadowing Coordinator: Hilary Gray (hg7369@pcom.edu)*

7) **PR/Social Media Coordinator**
The PR/Social Media Coordinator is responsible for maintaining the club’s social accounts on Facebook, Instagram and Twitter. This involves weekly educational posts such as #ThursdaySimPearls and #FOAMFriday, as well as sharing pictures and pearls from our various events. In addition, via the EM Club social accounts, the student in this role actively follows EM thought leaders and advises students on the most educational social accounts that will add to their EM knowledge base. This role will also entail responding to all direct messages in the social accounts and making sure speakers/facilitators/organizations are appropriately tagged in all posts that apply to them. In the event that the club has to interface with the media, the student in this role will be the primary point of contact.

*Current PR/Social Media Coordinator: Spencer Nendza (spencerne@pcom.edu)*

8) **Residency Planning Coordinator (New Position)**
This is a new position for the 2020-2021 academic year. The goal of this position is to have a student on the E-Board who is solely responsible for collecting/compiling the most pertinent and evidence-based advising resources for EM-bound students. In addition, the

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student in this role will maintain/update the Advising page on the EM Club website. In the Spring of each year, the student in this role will be responsible for organizing the M4 EM Residency Match Panel and Clerkship Panel. Lastly, the residency planning coordinator will be responsible for liaising with the Residency Committee of the DO Council to ensure updated advising information is maintained on the myPCOM website.

*Feel free to contact the current President, Sierra Williams ([sw256166@pcom.edu](mailto:sw256166@pcom.edu)), with questions*