



VIRGINIA COLLEGE OF EMERGENCY PHYSICIANS

Vision: A Community of Empowered Emergency Physicians

GUIDELINES FOR LIAISONS TO OTHER ORGANIZATIONS

VACEP maintains a number of liaisons with related organizations so as to promote the image and influence of Emergency Medicine. It is the responsibility of the Board of Directors to set policy and direction for College activities. Therefore the following guidelines have been developed to assist members serving as official VACEP representatives in appropriately carrying out their role and fulfilling their responsibilities to the College.

It is important to note here that many members are involved with a variety of organizations that have the potential to impact the practice of Emergency Medicine. Emergency Physicians who serve on various committees, boards, etc. of related organizations should not hold themselves out to be VACEP representatives unless they were specifically appointed by the President or have received prior permission of the Board to speak on its behalf.

GENERAL RESPONSIBILITIES

1. Attend all meetings of the organization to which they are appointed or make arrangements for an alternate to attend.
2. Forward copies of any materials being considered by the organization on which VACEP should have an opinion or official position to the College office. Any written documents or recommendations the representative may have should accompany this.
3. Attend all meetings of the VACEP Board of Directors for the purpose of discussing items on which the College must take a position or give an opinion or when additional guidance is necessary.
4. Provide a brief written report of pertinent issues raised at meetings of the liaison organization for VACEP Board information. Make recommendations for specific action items needed from the Board or future strategies.
5. Once a position or opinion is obtained from the Board of Directors, report and support such representation to the organization.
6. In the event a meeting of the full VACEP Board of Directors will not take place prior to the time an official response is needed, the matter will be referred to the President and/or Executive Committee for action. This position will be represented to the related organization with the full authority of the Board of Directors (subject to ratification by the Board at its next meeting).
7. Send a designated alternate conversant with the issues to meetings of the related organization or the VACEP Board when unable to personally attend these meetings.
8. If you find that you are no longer able to devote the time to meet the obligations of the liaison position, advise the President and Executive Director so VACEP can continue to have effective representation

OFFICE SUPPORT

1. Files must be maintained at the College office. Representatives should provide the office with copies of any pertinent correspondence or reports they receive from the related organization.
2. Requests for other support must be coordinated with the Executive Director.

NOTE: All official correspondence and reports made on behalf of or by VACEP must be prepared on letterhead through the College office.

COMPENSATION

VACEP does not currently reimburse members for incidental expenses incurred to participate in and support College activities. However, if attainment of an approved activity would present a financial burden or hardship, you may develop a budget that includes reimbursement of necessary expenses for the Board's consideration.

SPECIFIC LIAISONS' RESPONSIBILITIES

1. The Delegate and Alternate Delegate to the Medical Society of Virginia annual meeting of the House of Delegates are expected to attend all meetings of the Membership and the Board of Directors. Resolutions to be acted on by the House of Delegates must be reviewed for impact on emergency medicine and submitted to the Board of Directors for formation of a VACEP position on the issue(s). If a Board meeting is not scheduled to be held immediately preceding the MSV meeting, the issues must be submitted to the President and/or Executive Committee for consideration and decision-making on behalf of VACEP. The Delegate is responsible for preparing a written report on final actions of the House of Delegates, to be submitted to the President and Executive Director within 15 days of the meeting, or as directed, for distribution.
2. Governor's EMS Advisory Board (GAB). When requested, the President submits potential nominees to the Governor for his appointment. The appointed representative to the Governor's EMS Advisory Board (GAB) has multiple responsibilities including:
 - Attend all meetings of the GAB
 - Attend and/or provide a written report for each VACEP Board meeting.
 - Participate in those committees or task forces of the GAB which impact medical control and patient care issues.
 - Serve as an advisory member of the VACEP EMS Committee.
 - Apprise the Board and EMS Committee on activities of the various GAB task forces and committees so that the College may develop proactive stances on all EMS matters through written reports submitted for each VACEP Board meeting, at a minimum.

The Virginia Department of Health, Office of EMS reimburses travel expenses to EMS Advisory Board meetings.

3. Other Liaisons. VACEP is recognized as the voice of emergency medicine in Virginia, and as such its representation and expertise is sought by a variety of other organizations and state agencies which impact, or desire to impact the provision of emergency services. The decision to establish a formal relationship with another entity is usually determined by the Board, with appointments made by the President. Expectations for meeting attendance and reporting are determined on a case-by-case basis, to enhance a positive and proactive relationship.

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