

# Colorado Alliance for Continuing Medical Education (CACME)

## Leadership Positions and Expectations

*The following excerpts are from the current CACME Bylaws:*

### **ARTICLE V: Executive Committee**

The governing body of the CACME shall be the CACME Executive Committee.

The Executive Committee shall: (1) direct CACME so that it supports the purposes as defined in the bylaws, (2) approve all committee chairs, and all committee actions that involve the general membership and/or incurring of expenses prior to implementation, if applicable, (3) establish annual dues prior to beginning of the upcoming fiscal year, (4) monitor cash flow and approve expenditures over \$200.00, (5) appoint ad hoc committees and committee members to consider special projects or issues, as necessary, (6) meet regularly as defined in these bylaws. All officers, chairs, regional leaders, and appointees must be members of CACME.

The Executive Committee shall have supervision, control and direction of the affairs of CACME; shall determine and, when deemed advisable, revise CACME policies; and be accountable for CACME assets.

All officers and chairs shall serve a one (1) year term, with the exception of the Treasurer, who shall serve a two (2)-year term. Officers may serve only two (2) consecutive terms in the same office.

An Executive Committee member shall take office at the conclusion of the election and shall continue in office until his or her successor is elected and seated.

The Executive Committee will hold at least 10 meetings per year, preferably monthly. The Executive Committee may elect to hold some or all of its meetings via conference call, video conferencing or other appropriate communication means.

All officers, chairs, regional leaders, and appointees shall serve without salary. No member or officer of the Executive Committee shall receive, directly or indirectly, any salary or other form of compensation from CACME for serving on the Executive Committee.

CACME shall have the following officers: President; President-Elect; Past President; Secretary; Treasurer; Treasurer-Elect and Member-at-Large.

#### **a. The President**

The President shall preside at meetings of the Executive Committee and at any meetings of the membership.

The President shall appoint standing committee and ad hoc Committee chairs as necessary. All appointments shall be confirmed at the next meeting of the Executive Committee. He or she shall perform such other duties that are incidental to the office and as generally or specifically directed by the Executive Committee. The President shall keep the President-Elect informed of current activities.

President and Treasurer shall be responsible for approving all expenditures over \$200 and two (2) signatories will be required on any check written over \$200. Signatories include only the Treasurer and President. The President shall review and approve all submissions for posting on the CACME web site.

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## **b. The President-Elect**

The President-Elect shall preside at any meeting of the Executive Committee or membership where the President is unavailable. The President-Elect shall assume the office President in the event the position is vacated. The President-Elect will serve as the Committee Chair for the CACME Annual Leadership Conference.

The President-Elect shall assume the office of President at the next Annual Business Meeting.

## **c. The Secretary**

The Secretary shall exercise general supervision over all aspects of CACME's reports and minutes. The Secretary shall ensure that corporate reports are in a form determined from time to time by the Executive Committee.

## **d. The Past President**

The Past-President shall serve on the Executive Committee for one year following the completion of the term of office as President. In the situation where the President is unable to fulfill his or her duties, and the President-Elect is not available to serve, the Past President may temporarily assume presidential responsibilities until a President is elected.

## **e. The Treasurer**

The Treasurer shall be responsible for the collection of income, payment of expenses and shall maintain the financial records of CACME. A report of the financial status of CACME shall be given at the annual meeting and as requested. All CACME funds, unless specifically designated, shall be deposited promptly in the CACME bank account in such bank as the Executive Committee directs. The Treasurer and President shall be responsible for approving all expenditures over \$200.00; and the Treasurer shall be the sole signatory on any check written for under \$200.00.

## **f. The Treasurer-Elect**

The Treasurer-Elect shall be elected one year before assuming the office of Treasurer in order to assist the incumbent and become familiar with the duties and responsibilities of the position. The Treasurer-Elect shall serve as ex officio non-voting member of the Executive Committee.

## **g. Member-at-Large**

The Member-at-Large shall act as a liaison officer to special events/organizations as needed and designated by the Executive Committee (i.e. specialty groups, legislation).