



## ***Steering Committee Roles***

When you become a member of the ARCS Steering Committee, you will have the opportunity to serve the ARCS membership in one of the following roles:

### **President**

As President of the ARCS Steering Committee you will be responsible for the over-all coordination and planning of the annual ARCS meeting held in conjunction with the annual APDS meeting. As President, you must be able and willing to do the following:

- Host the fall planning meeting of the Steering Committee. This meeting may take place at your home institution, or in conjunction with the American College of Surgeons (ACS) fall meeting.
- Attend the APDS Executive Committee meeting held during the ACS fall meeting and at the APDS/ARCS spring meeting to represent ARCS.
- Act as liaison with the staff of the APDS to coordinate the needs of the ARCS annual meeting.
- Be responsible for the distribution of the bi-annual newsletter to the ARCS membership.

### **President – Elect**

As the President-Elect of the ARCS Steering Committee you will work closely with the President to provide support and assistance with any and all aspects of the ARCS annual meeting. In this role you must be willing and able to do the following:

- Attend and assist the President with the organization of the fall planning meeting of the ARCS committee.
- Attend the APDS Executive Committee meeting with the President during the fall American College of Surgeons meeting and at the APDS/ARCS spring meeting to represent ARCS.
- Assume the responsibility of President the following year, or sooner, should the incumbent be unable to fulfill the duties of President.

### **Secretary**

One Steering Committee member is elected to the office of secretary for all ARCS Steering Committee meetings. The Secretary will take minutes of each meeting held by the Committee. This includes the fall planning meeting as well as the business meeting held at the conclusion of the annual ARCS meeting. The minutes from each meeting are transcribed and sent to the Committee for review and final approval. The same Committee member usually holds this position for a two-year term unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

### **Mentor Program**

One Steering Committee member is elected to oversee the New Coordinator Mentor Program. This program was started to assist new coordinators in their positions by introducing them to an established coordinator who is willing to serve as their mentor. Each year at the ARCS annual meeting the coordinator of the Mentor Program will give an update to the ARCS membership regarding the Mentor Program to ensure that all new coordinators are aware of this opportunity and to solicit seasoned coordinators to become mentors. This is achieved by announcements throughout the meeting and by coordinating a sign-up sheet for new coordinators and mentors at the registration desk throughout the meeting. At the conclusion of the annual meeting, the coordinator will assign new coordinators a mentor and then introduce them via email or telephone contact.

## **Certificates**

One Steering Committee member is appointed by the President to oversee the certificates issued at each annual meeting to all registered participants. Each registered participant is given a completion certificate for attending the annual ARCS meeting. This position will work with the APDS staff to obtain a list of registered participants and create a certificate for each member on the official APDS registration confirmation list. Distribution of the certificates will take place at the registration table during the conference. The same Committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time the position would be available to another Steering Committee member.

## **Rooming Buddies**

One Steering Committee member is elected to coordinate the rooming buddies program. This program is to assist coordinators who want to attend the annual APDS/ARCS meeting and wish to share a room with another coordinator to save expenses. The coordinator of this program will send an email out on the ARCS list serve as soon as the APDS/ARCS program information is final to start a list of those coordinators interested in finding a rooming buddy for the upcoming meeting. Once a list of coordinators who would like a rooming buddy has been compiled you would introduce the coordinators by email or phone so they may work out their travel arrangements together. As coordinator of the program you would make an announcement at the annual ARCS meeting regarding this program. The same committee member holds this position for their four-year tenure, unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

## **Membership Coordinator**

One Steering Committee member is elected to maintain a current listing of all ARCS members. This list will be utilized by the Steering Committee during the fall planning meeting and Ms. Tarpley for the list-serve. As coordinator you will maintain an accurate and up-to-date list of all ARCS members and provide written or electronic copies of this information as requested. During the annual APDS/ARCS meeting you will distribute forms to each member for their current contact information to update the membership on a yearly basis. These forms will be collected throughout the meeting at the registration desk. Once a year an email through the ARCS list-serve should be sent out asking members to review their current contact information listed on the ARCS website and verify their information is accurate. You are responsible for any changes or updates to the ARCS membership list. The same committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

## **Newsletter Chair**

One Steering Committee member is elected to organize and distribute the ARCS newsletters. This person will need to work closely with the President and all Steering Committee members to obtain information to include in the bi-annual newsletters. As coordinator, you will be responsible for the written and electronic distribution of the bi-annual newsletter to the ARCS members. The same committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member. Gretchen