

**UCIEM+G**

**Executive Board  
Selection Guidelines**



April 1, 2009

To all EMIG members,

EMIG is currently UCI SOM's largest, most active, and most funded student group. Each year we have many events and serve a large part of the student body. With our biennial Student Symposium and Outreach events, UCI EMIG has emerged as a prominent student interest group, gaining much publicity in recent years. Residency directors on the West Coast and beyond know of us and view favorably the experience of leading such a group.

Given these facts, it is surprising that EMIG is only about ten years old, and that only in 2002 did the leadership expand to include more than just a president. Until recently, selecting the following year's board was relatively straightforward because EMIG was still small and new. In the first few years, presidents naturally continued as the following year's president, and subsequent outgoing co-presidents chose the new board by reviewing applications.

However, with the opportunities for recognition at stake now being so large, it has become imperative that we have written guidelines for selecting the new board each year. To this end, this board selection guide has been created so applicants know explicitly what each position entails and how they will be considered for selection.

I would like to recognize the 2007-2008 and 2008-2009 board members (Eric Silman, Rod Mortazavi, Abid Mogannam, Akiva Kahn, Jennifer McBride, Pedro Salcido, Katherine Hartzell, Shannon Toohey, Jessica Schoen, Christina Umber, and Deena Ibrahim) for their contributions to this guide. It is my hope that it will confer transparency and clarity to the selection process and benefit all EMIG participants in the future.

Pamela Swan  
Senior Advisor, 2008-2009  
Co-President, 2007-2008



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## Executive Board Selection Guidelines

1. These guidelines are meant to guide, not constrict - exceptions or revisions may be necessary in the future. Documentation of the context and rationale behind any revisions made would be extremely helpful for future boards.
2. The outgoing board will choose the incoming board by application near the end of the academic year. The rationale for this process is that it is a fair medium between a general election, which could result in nothing more than a popularity contest, and selection by only the Co-Presidents, which could overly reflect individual affinities.
3. Applicants may apply to as many positions as they wish. Current board members may apply as well; in which case they will recuse themselves from the selection process to avoid bias. The selection will then be made by the remaining outgoing members.
4. The board is comprised of approximately eight members: two co-presidents and the vice presidents (VPs). In addition, one senior advisor position is available for immediate past presidents, should they opt to remain active the following year. This small board size is necessary because experience has shown that too many leaders cause miscommunications, long meetings that are hard to schedule and manage, and lead to overall ineffectiveness.
5. Efforts should be made to diversify board member class years so that not more than half the board is comprised of members from the same class.
6. The presidency is such a large undertaking that two co-presidents are necessary to handle the workload. However, co-vice president positions are avoided for board size reasons given above (with the exception of the VP of Symposium). If a VP needs assistance, it should be provided by assistants from the general membership.
7. VPs are encouraged to recruit assistants in part to provide leadership experience for the VP, but also to allow general members to contribute to EMIG in a meaningful way, even if they are not on the board. These members should be assigned proper titles and be recognized generously.
8. The new board will officially begin at the Board Transition Meeting scheduled by the outgoing presidents at the end of the academic year. Outgoing members officially occupy their offices until then, although some flexibility may be necessary or desired during the transitional time due to studying for boards, to allow a new VP to run an event for “practice” while the old VP is still around, etc.



## Description of Positions

### Co-President

#### Background

The position of Co-President provides an opportunity to lead the largest, most active, and most funded student interest group at the UCI School of Medicine. This was the original existing position at EMIG's creation in the 90's, but has since become a joint position between two students to allow sharing of the work load. It provides a unique experience to lead a well-known student group that is respected by the EM community, and a learning opportunity to work with different personalities and inspire the EMIG team to make each year more successful than the last. Leading a group of extremely intelligent, motivated, talented people, as well as sharing this responsibility with another co-president, can be challenging. It requires copious amounts of people skills, flexibility and communication, punctuated by moments of decisiveness.

#### Job Description:

The Co-Presidents oversee all of EMIG's operations from workshops to Symposium to Outreach, supervise the board at monthly meetings, and serve as liaisons between faculty and medical students, including promoting board members' and general members' efforts in periodic updates to ED faculty and SOM deans. They have their "finger on the pulse" of EM at UCI and in the nation, and disseminate important information to EMIG members and medical students at large about EM. They also serve as representatives of UCI's EMIG to other schools at conferences, national meetings, and local events. Depending on the year, the Co-Presidents become involved in either the Symposium or the Community Outreach events, working closely with the respective VPs. They also approve and help manage the budget in coordination with the VP of Finance, assist the VP of Education in targeting appropriate faculty for workshops, and help shape the development of the UCI EMIG website with the VP of Operations.

The co-presidency can be thought of as a supportive role to the VP positions. Co-Presidents set the overall direction and tone of EMIG, then oversee the big picture, helping the VPs perform to their maximum capacity, and ensuring that EMIG runs smoothly. The VPs are highly capable individuals who were selected to have a strong idea of what they would like to accomplish, and every effort should be made to encourage, advise, and assist them in their desired projects.

This is a position of ultimate responsibility for all the good things as well as the bad - everything that EMIG does is within the realm of the Co-Presidents' role. Applicants should have the ability to commit a significant number of monthly hours to meetings, phone calls and emailing for the group.

#### Selection Guidelines:

Applicants should have strong leadership skills and dedication, particularly to the field of EM. The ideal applicant has a record of being visibly active in EMIG, knows the extensive involvement, has experienced both Symposium and Outreach (unless a first-year applicant), and is familiar with at least some people in the ED with whom they will be working.

Accounting for its high visibility, this position is limited to one term for the duration of a student's medical school career to ensure that the maximum number of qualified EMIG members have the opportunity to serve in this capacity. Once a person has held this position, he or she is no longer eligible to be Co-President again.

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## Hints & Tips:

- Put some time into your application. We are looking for applications that are well-composed, of appropriate length to convey real interest, and thoughtfully worded. Past successful applications have been at least a couple of pages long.
- Traditionally, co-presidents are third years or MBA/MPH students. They have been with EMIG for a couple of years, know the extensive involvement, have experienced both Symposium and Outreach, and know people in the ED and EM community with whom they will be working. **First year applicants** to this position should be prepared to demonstrate that they have exceptional interest and involvement in EMIG, prior connections to EM, or some other compelling reason for their consideration. **Third year applicants** should aggressively explain how they plan to handle the demands of leading one of the most active EMIGs in the country while being away on fourth year externships. They should also actively address concerns about their susceptibility to “senioritis” toward the end of their term, as past fourth years have described this to be an actual problem.
- Although having previously served on the board naturally lends itself to knowing what’s going on in EMIG and how EMIG functions, it is by no means a requirement. There have been co-presidents selected for the position from the general membership. Doing a good job in a non-board position can set you up for a successful bid for the co-presidency just as much as having been on the board. Obviously strong participation and a good understanding of EMIG is a basic requirement of all Co-President applicants, but as long as the applicant can demonstrate these qualities, he or she will be equally considered as anyone with previous board experience.
- Application to multiple positions is allowed. Let common sense guide you between appearing flexible enough to do any job and being so noncommittal that you have no specific goals to improve EMIG. A separate application for each position is not required, but will likely help you strike this balance.



## Senior Advisor

### Background

This position was formally added to the board in 2007 for continuity of the operational knowledge required for running a complex group like EMIG, particularly one with large events on a biennial schedule. Outgoing co-presidents may choose to stay active on the following year's board as "Senior Advisor," or to be available for occasional advice but with minimal involvement as "Past President." Co-Presidents are encouraged to take one of these routes instead of applying for a VP position, to allow others the chance to be a part of the EMIG board. This position can be a challenge but also an interesting reflective process for a strong personality to transition from leading the group to a more subdued role, and can be a valuable lesson for one's future career.

### Job Description

The Senior Advisor serves as a general history and knowledge repository, assisting the new co-presidents and board throughout the year. This position allows former co-presidents to work on specific projects that they may want to carry over from their presidency or wished they could have done but were too busy with general operations to do so. Specific projects and scope of involvement should be conveyed in writing at the year-end Board Transition Meeting for approval by the new board.

As the person most experienced in EMIG's overall operations, the senior advisor is relatively free to participate where there is a need. The focus for this position is more on completing side projects and providing an advising presence, and less on being involved in the details of EMIG's daily operations. Senior advisors may be asked for their input or allowed to vote on issues that arise in the year, but their positions should not eclipse the new board's. Although advising is easiest when the advisor knows the context, the new board is not obligated to include him or her on all communications.

In 2007-2008, the Senior Advisor projects revolved around the documentation and preservation of EMIG's cumulative knowledge. This included creating archives, such as planning guides to EMIG activities for future boards to reference; documenting the Board Selection Process; and promoting titled positions for non-board EMIG members. This position also allowed for operational knowledge from the third Symposium and decisions made during the planning year of the fourth Symposium to be passed on. Future Senior Advisors should contribute in a way that is meaningful to them and the new board.

### Selection Guidelines

The Senior Advisor position is optional, open to the outgoing Co-Presidents in the year immediately following their presidency. Like the Co-President position, it is limited to one term for the duration of a student's medical school career. However, instead of filling it by vote as the other board positions, the two Co-Presidents will jointly decide if one is taking the position, or if they would like to share it. This decision should be conveyed in writing at the Board Transition Meeting. If shared, it has been stressed that only one senior advisor should attend board meetings at a time, for board size concerns as outlined in the Board Selection Guidelines.



## Vice Presidents

### Background

Vice President positions were added to UCI EMIG in 2002. Prior to this, there were only presidents, but VPs have become integral to the function of EMIG since then. VPs are in charge of discrete areas of EMIG, each with its accompanying sub-areas, projects and tasks, but every event EMIG orchestrates will have more than one VP contributing to the final outcome. Therefore, VPs should be able to work well with the rest of the board. They are expected to attend most to all board meetings and EMIG events throughout the year. Initiative, innovation, and the active development of each VP position are highly encouraged.

VPs also serve as important gateways for EMIG members to get involved. Being that UCI EMIG is such a visible student group, inclusion of general members who want to help should be a priority. Each VP should try to have at least one assistant throughout the year, whether it be someone actively recruited by the VP or referred by the Co-presidents. This is a great opportunity for VPs to learn leadership skills of delegation and oversight, and to not just be a simple work horse. It can be considered a mentorship to EMIG so that as many students as possible can be active in and contribute meaningfully. It may also pave the way for some to become board members in the future. Concrete titles should be created for these assistants, because titles are empowering, encourage ownership of responsibilities and completion of tasks, legitimize the work that the person does, and can be helpful on a residency application.

### Job Descriptions

#### **Vice President of Education**

This position is responsible for all the workshops. The most time-consuming task, which also gives the most exposure to attendings in our ED, is scheduling the workshops and coordinating with the faculty and residents who will teach them. The VP of Education also procures the rooms and food, and introduces the workshop instructors. It is not insurmountable work if one is organized and doesn't procrastinate. It is equally time-consuming all year around during Outreach year, requiring between two-three hours per week. This position involves monthly or more frequent trips to UCIMC for various reasons and is a good position for those who want to learn organizational and leadership skills (decision-making, delegating, coordinating schedules). During Symposium years, the Education VP will plan and run workshops/lectures on campus as usual, as well as propose ideas for and organize symposium workshops by ensuring supplies and rooms are ready for guest speakers, and work with the Symposium VPs to coordinate educational materials for the event. This will require more work than in Outreach years, approximately six-ten hours per week from November to February, but will be offset by help from the Symposium VPs. This VP oversees the Workshop Coordinator, New Workshop Development, and Symposium Workshop Liaison positions.

#### **Vice President of Finance**

The role of this VP involves maintaining a running budget of EMIG's funds during the year and fundraising appropriately to ensure that we can host our desired activities. It is necessary to create a fiscal plan and establish outside sources of funding by applying for grants, searching for school sources, and contacting local/national organizations and businesses. In particular, during Symposium years, EMIG organizes a national conference and the budget will be substantial. On the other hand, during Outreach years the VP of Finance can raise funds to lessen the need during the following Symposium year, but the budget is not as large and this poses a challenge in demonstrating need for funds. It is expected that the Finance VP works well as a team member to successfully orchestrate our events. In addition, the Finance VP has the opportunity to work closely with the ED's administration - a group of highly respected staff who are an integral part of the ED - in order to coordinate reimbursements and deposits. This VP oversees fundraising positions.

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## **Vice President of Operations**

The VP of Operations oversees of a team of people that supports the events and activities of EMIG. Within EMIG, the VP of Operations works with other VPs to acquire equipment and provide technical support for workshops, Outreach, Symposium, and other EMIG activities. With the help of the Equipment Manager, the VP of Operations oversees the equipment inventory. Electronic communication also falls under the domain of Operations. Our website, [www.uciemig.com](http://www.uciemig.com) was developed by the Ops team which serves as EMIG's voice outside of UCI. For example, UCIEMIG.com served as a source of information about the Symposium while accepting reservations, abstracts, and electronic payments. This website also showcases UCI EMIG nationally. The UCI SOM Sharepoint website is a private site that can be used to communicate among UCI EMIG members, maintain a small archive, and provide information to UCI students about emergency medicine. Work in Operations is largely project-based, so with proper planning and delegation of tasks, this work is manageable. VP of Operations oversees the Website Development and Equipment Manager positions. It is a relatively new position and has as much potential for growth.

## **Vice President of Outreach**

This VP increases awareness of EMIG both within and outside of UCI. During Outreach years, the Outreach VP coordinates and executes a Community Outreach event that serves the community in a way related to Emergency Medicine. In 2008, EMIG orchestrated a DUI Prevention Event for the seniors at Santa Ana Valley High School. SAVHS was so pleased at its success, they have stressed that they want to repeat this event with us for future seniors. During Symposium years, this is done by fulfilling all tasks of the Symposium pertaining to outreach, including contacting EMIGs of other schools throughout the country and recruiting symposium attendance. The Outreach VP also serves as a liaison between EMIG and other UCI SOM student groups. He or she should make efforts to determine the interest in EMIG for that year and tailor number of events throughout the year accordingly, to avoid burnout by other students. This VP oversees the Resident Liaison, Manager of Media Relations (Symposium year), Media Relations, Public Agency Liaison, School Site Coordinator positions (Outreach year), and the First Year Liaison.

## **Vice President of Symposium**

This is a two-year position, with the great responsibility of planning and executing our biennial EM Student Symposium in odd years. It is only open to those who either attended or were involved in planning the previous Symposium. In the first year of their tenure, these VPs set a date, location, theme and keynote speaker. They also develop the overall goals of the symposium in the first (Outreach) year so they may begin coordinating with the new VP of Finance in the summer of second (Symposium) year to meet the substantial budget. The second year is dedicated to the details of the event. It includes collaboration with all the other VPs to oversee lecturer and attendee recruitment, workshop development, PR, finance, equipment, website development, and logistics.



### Selection Guidelines (VP of Symposium)

The Symposium is EMIG's flagship event. Our reputation and the positive recognition we get from residency directors and the EM community is due largely, if not solely, to this event. Hence, prior attendance or involvement in Symposium and some type of previous leadership experience is a requirement. Because it is a two-year position, it is closed to students graduating the following year. In addition, it requires a long commitment, so applicants should be able to maintain interest for two years. On the other hand, Symposium VPs are guaranteed two years on the board without having to reapply for the second year.

Symposium VPs get lots of visibility and credit, and any résumé -building is effectively maximized by holding this position. Therefore, in keeping with the same philosophy behind Co-Presidents being limited to one term, the VP of Symposium positions are also limited to one term for the duration of a person's medical school career. In addition, if these VPs still wish to apply for a board position the following year, they should clearly explain why their continued occupation of an executive board seat for a third year should take precedence over giving someone else the opportunity.

### Selection Guidelines (all other VPs)

**First years** are encouraged to apply for all board positions, particularly VP. Being a VP positions you well to learn about EMIG for continued involvement the following year, including possible co-presidency. EMIG is a uniquely complex student group, as we are large and organize huge events every year. It takes some time to learn the history, the organization, the connections, and the culture that EMIG has. In addition, the biennial nature of our events tends to favor second year applicants for Co-President, as they have experienced the following year's annual event once before as a first year. Also, note that the co-presidency is limited to one one-year term. An applicant may want to take the chance at this position early on. However, others may not want to peak too early in their med school careers and opt to run for VP during their second year instead, with plans to apply for Co-President in their third year. There is no best answer; it is purely personal preference.

**Second years** are encouraged to apply for all positions.

**Third years** are also encouraged to apply for all positions, but with consideration of their schedules for the following year. A major disadvantage to third year applicants is that time spent away at externships during the fourth year and the potential for developing "senioritis" could hinder selection to the board. Being on the board is a time-consuming commitment, so third years should clearly address these issues and how they plan to meet their responsibilities, despite the scheduling constraints of being a fourth year student. (Note: This does not apply to those entering their MBA/MPH year.) On the other hand, third year applicants have the distinct advantage of exposure and history. They have clinical experience, the time and opportunity to meet and interact with the important people at the Med Center, they have seen how EMIG functions, and will likely be better known to the Co-presidents than first or second year applicants. This can be a double-edged sword if one has not been involved during the first three years of med school, so if a third year has only recently decided to get involved in EMIG, he should actively explain how he is a better choice than someone who has been active in EMIG all along.

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## Hints & Tips:

- Put some time into your application. We are looking for applications that are well-composed, of appropriate length to convey real interest, and thoughtfully worded. Past successful applications have been at least a couple of pages long.
- Get involved in EMIG! Go to workshops, talk to the Co-Presidents and VPs, take on or create a non-board titled position under a VP you would like to work with (see next page), meet the ED faculty and staff, and get a general idea of what EMIG is and how it functions.
- Participate *at minimum* in that year's major event - either Symposium or Outreach - so you know what a major EMIG event looks like before having to lead the planning and execution of one. If scheduling conflicts make it impossible to attend the event itself, noticeable participation in the planning, development or set-up is expected.
- You should be able to articulate how you can contribute to EMIG as a board member, have at least one or two concrete ideas for its improvement, or otherwise demonstrate that you have considered the following year as it pertains to your desired position.
- Application to multiple positions is allowed. Let common sense guide you between appearing flexible enough to do any job and being so noncommittal that you have no specific goals to improve EMIG. A separate application for each position is not required, but will likely help you strike this balance.

## Other Positions

EMIG members who are not on the board are highly encouraged to be active in EMIG! It has been frequently stressed by the UCI Residency Director that it doesn't matter what titles residency applicants have held, as much as their ability to talk about what they did and demonstrate a real participation.

While it is reassuring to know this, we also recognize that titles can be helpful when composing a résumé for residency application. Accordingly, there are many positions in which anyone may serve EMIG, and they do not require application. These are filled on an interested-party, recruitment, or first-come basis, so talk to the Co-Presidents or the pertinent VP. If there is a specific project or responsibility you would like to take on, but there isn't a corresponding position yet, make one! The Co-Presidents will be happy to help you develop a title and job description to incorporate you into EMIG. Each titled position will work with one of the VPs for organizational oversight, and also so that someone can represent your work at board meetings.

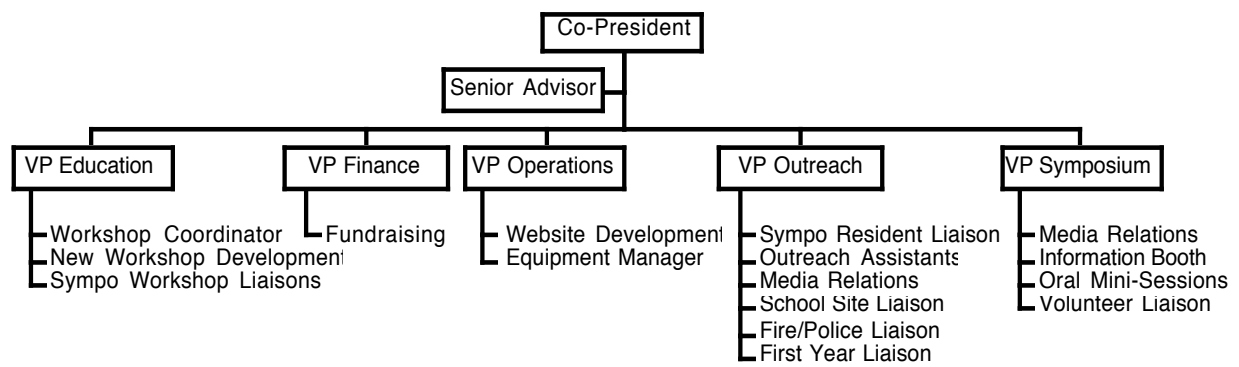
Examples of existing or recent non-board positions:

### 2008-2009

- Website Development (Operations): Erlend Hansen
- Manager of Media Relations (Symposium): Rod Mortazavi
- Symposium Information Booth (Symposium): Mason Shieh
- Symposium Oral Mini-Sessions (Symposium): Daniel Colby, Richard Kwong
- Symposium Volunteer Liaison (Symposium): Randy Woo
- Symposium Residents' Liaison (Outreach): Vince Whelar
- Symposium Outreach Assistants (Outreach): Devin Harper, George Mittendorf, Virginia Liu, Chase Warren
- Symposium Workshop and Speaker Liaisons (Education): Janet Lim, Kate Hartzell, Nick Sawyer, Victoria Gillis, Warren Davis, Isaac Yoshii
- Workshop Coordinator (Education): Nick Sawyer
- Fundraising (Finance): Daniel Nagasawa, Lacey King

### 2007-2008

- New Workshop Development (Education): David Johnson
- Equipment Inventory (Operations): Cindy Chau
- Website Development (Operations): Erlend Hansen
- Community Outreach Media Relations (Outreach): Deena Ibrahim
- Community Outreach School Site Liaison (Outreach): Dana Steenhard
- First Year Liaison (Co-President): Nick Sawyer





## Sample Application for 2008-2009 EMIG Executive Board

Name:

Current year in school:

Year of graduation:

Email:

Phone:

Previous EMIG experience:

For which position would you like to be considered? (Please feel free to list more than one but you will be selected for only one.)

Please explain briefly why you would be best suited for that position.

Do you have any past experience with a similar position?

Why are you considering emergency medicine as a future career?

What do you hope to accomplish as an EMIG Board member?

Do you have any other suggestions for future EMIG activities?

Please describe your possible other extracurricular commitments for the 2008-2009 academic year.

\*Applications are due 3/30/08 to [uciemig@yahoo.com](mailto:uciemig@yahoo.com).