



## SOUTHEAST CHAPTER

### SOCIETY OF CRITICAL CARE MEDICINE

REPRESENTING: ALABAMA | LOUISIANA | ARKANSAS | MISSISSIPPI | GEORGIA | TENNESSEE | KENTUCKY

THE MISSION OF THE SOUTHEAST CHAPTER OF THE SOCIETY OF CRITICAL CARE MEDICINE IS TO SECURE THE HIGHEST QUALITY OF ALL CRITICALLY ILL AND INJURED PATIENTS AT A REGIONAL LEVEL AND THROUGH A MULTIDISCIPLINARY APPROACH.

[www.sccmse.org](http://www.sccmse.org) | email: [communications@sccmse.org](mailto:communications@sccmse.org)

- President (Megan)
  - Oversee all chapter function
  - Organize annual business meeting and leadership retreat
  - Liaison to Chapters Alliance
  
- President-Elect (Ashley)
  - Duties as designated by president
  - Audit of treasurer reports
  - Will move into president position when term is completed.
  
- Treasurer (Open)
  - Quarterly report for all transactions
  - Work with fundraising committee to reconcile vendor payments
  - File IRS paperwork for Georgia state tax
  - Create annual budget and spending report for annual chapter report
  - Will move into president-elect position when term is completed.
  
- Secretary (Open)
  - Take minutes at all meetings
  - Send thank you notes to speakers, and other parties as needed
  - Organize chapter files in the drop box account
  - Organize annual chapter report to chapters alliance
  - Coordinate Barbara McLean award and travel awards
  
- Members at Large (2 positions, open)
  - Serve on board of directors
  - Complete miscellaneous activities assigned by the executive committee
  - Assist fundraising committee with obtaining industry grants for meetings and speakers

- Membership Committee (Katie, Will)
  - Reconcile chapter membership with national member list
  - Reach out to members with recently lapsed membership for renewal
  - Send new member welcome packet
  - Work with programming committee for meeting / member statistics
  - Help members submit new applications for membership
  
- Fundraising Committee (Kat, Maria)
  - Maintain active vendor lists
  - Send out invitations for meeting advertisement
  - Coordinate with outreach committee sponsorship for spike out sepsis
  
- Communications Committee (Andrea)
  - Coordinate triannual Chapter newsletter
  - Coordinate submission to critical connections
  - Create intro slides for monthly meetings
  
- Education Committee (Lizzette, Vivian)
  - Coordinate securing continuing education credit for meetings
  - Organize FCCS, ENLS and other educational courses
  
- Programming committee (Rita)
  - Set dates for chapter educational meetings
  - Secure speakers for meeting and direct communication
  
- Outreach Committee (Open)
  - National Critical Care Awareness and Recognition Month (May)
  - Spike out Sepsis (August/September)
  - Volunteer program (education of high school students about medical professions)
  - New initiatives: i.e. Sepsis awareness and support groups
  
- Research Committee (Open)
  - Chapter based research
  - Coordinate member needs survey and spike out sepsis survey
  
- Social Media Committee (Open)
  - Advertise and promote chapter activity on twitter and facebook
  - Oversee website updates and maintenance with website coordinator
  - Coordinate twitter journal club activities