



## **Councillor/Alternate Councillor Position Description**

### **Summary of Position**

A councillor/alternate councillor is a key participant in the leadership and development of ACEP policy. The councillor represents emergency physicians from their respective component body (chapter, section, AACEM, CORD, EMRA, or SAEM). Councillors have the responsibility to voice the concerns of their constituents on the floor of the Council meeting and in reference committees. Councillors can also express the will of their constituents by the execution of their votes for or against resolutions and electing board members, Council officers, and the president-elect at the annual meeting.

Alternate councillors are also key members in ACEP leadership. An alternate councillor may assume the duties of a councillor when so directed by the constituent delegation, with proper credentials.

To help prepare them for the meeting, many chapters require councillors to attend a certain number of chapter board meetings a year, as well as a special briefing to review Council resolutions and ACEP candidates for office. Some chapters find it advantageous to appoint councillors/alternate councillors as chairs of chapter committees to encourage their participation and exchange of ideas throughout the year. EMRA, AACEM, and sections may have similar requirements for their councillors/alternate councillors.

Councillors/alternate councillors report to the speaker and vice speaker of the Council, and their component body leadership.

### **Characteristic Duties and Responsibilities**

1. Make travel and housing arrangements to attend the annual Council meeting.
2. Participate on the Council list serve (c-mail).
3. Begin reviewing the Council meeting materials as soon as posted on the Council Web site.
4. Become familiar with the Council meeting materials and procedures, especially credentialing procedures, the Council Standing Rules, and resolutions, including the background information prepared on each resolution.
5. Become familiar with the candidates and election materials.
6. Present and discuss Council resolutions and candidate information with component body leadership.
7. Arrive at the annual Council meeting on time and be prepared for discussion. If you find you cannot attend, promptly notify and assist your component body in naming an alternate if one does not already exist.
8. All certified councillors and alternates must be officially credentialed at the ACEP credentials and registration desk located in or near the Council meeting room.
9. Attend the Steering Committee and Councillor Orientation meetings the night before the Council meeting, if possible.
10. Attend and participate in the Reference Committee of choice. Some component bodies may assign councillors and alternates to specific Reference Committees.

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11. Attend the Candidate Forum and the Town Hall Meeting held during the Council meeting.
12. Remain on the Council floor while a motion is being discussed. No exchange of credentials between a councillor and alternate is permitted during this time.
13. Alternate councillors may only be seated as councillors when presented with the voting card and keypad. If debate is occurring on the Council floor, no exchange will be permitted until final action has been taken on a particular issue.
14. Report on Council actions and election results to the component body leadership.
15. Participate in component body meetings to increase awareness of issues affecting members.
16. Conduct debate in a dignified manner with respect to your colleagues.
17. Declare any conflicts of interest before providing testimony in the Reference Committee or during debate on the Council floor.