

American Osteopathic College of Occupational and Preventive Medicine

Policy on Divisions (BOT-02)

Effective Date: _____

Next Review Date: _____ *Reviewer(s):* _____

Dates of Revisions: _____

POLICIY ON DIVISIONS

1. Purpose

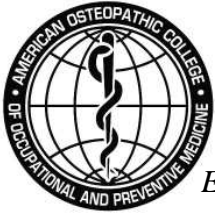
- 1.1. The College consists of divisional groups with a common basic interest in preventive medicine which are closely aligned in organizational structure and function.
- 1.2. Formation of a Division must be approved by the Board of Trustees.
- 1.3. Currently the Divisions are: Aerospace Medicine (including Hyperbaric Medicine); Occupational and Environmental Medicine (including Medical Review Officers and Disability & Impairment Medicine); and Public Health/General Preventive Medicine (including Correctional Medicine).

2. Objectives

- 2.1. Shall provide a venue for developing goals and initiatives specific to the Division and approved by the Board of Trustees.
- 2.2. Shall seek to strengthen the Division through development of membership benefits, CME programs, and distribution of approved educational materials.
- 2.3. The Divisions are responsible for the continuing medical education most appropriate for Division members and as such are asked to assure appropriate speakers, topics, and other learning tools are made available to members of the Divisions. This shall include the selection of the Division's honored lecturer(s) for the Midyear Conference.

3. Procedures

- 3.1. Shall meet during the Annual and Midyear Conferences.
- 3.2. Shall seek approval of the Board of Trustees for all activities.
- 3.3. Shall make a report to the Board of Trustees meetings.
- 3.4. Shall recommend topics, speakers, etc. in accordance with the size of the Division in the development of the College's CME programs.
- 3.5. Shall develop specialty specific special courses such as a basic course in coordination with the CME Committee.
- 3.6. Shall submit information to the Editor through the Division's Secretary for both the newsletter and the web site.
- 3.7. Shall have members serve and otherwise participate on various committees to assure representation of Division.
- 3.8. Shall seek to derive from Division members matters of importance to them and how best the College might serve its members.



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3.9. Shall Elect a Chair, Vice Chair, and Secretary. Additional officers such as a Second Vice Chair may also be elected.

3.9.1. It should be noted that the Chair of each Division shall serve as a Vice President on the Board of Trustees. In the event the Chair position is vacated, the Vice Chair shall serve as a Vice President until a new Division Chair can be elected.

3.9.2. It is recommended that the Division Chair be board certified through the AOBPM.

3.10. Shall appoint other such committees as deemed necessary within the division.

4. Leadership

4.1. Chair

4.1.1. Shall be elected (at the Mid-Year meeting) by the Division's members for a one-year term with no term limits. (See also BOT-05, Section 3.5.2)

4.1.2. Shall serve as Vice President on the Board of Trustees with voice and vote.

4.1.3. Shall prepare an agenda and chair an Annual and Midyear Division Business Meeting of the Division. This is usually held immediately after the College's General Membership meeting.

4.1.4. Shall serve on the CME Committee, CME Program Planning Sub-Committee, Membership Committee, and Nominating Committee.

4.1.5. May appoint committees within the Division as deemed necessary.

4.1.6. Shall review the minutes of the Division meetings and submit them to the Central office within thirty (30) days of the meeting.

4.1.7. Shall submit a written report to the Board of Trustees at least thirty (30) days prior to the Board meetings to include details on the use of any funds from the Division allocation.

4.1.8. Shall provide a verbal (or written) report to each of the College's membership meetings.

4.1.9. Shall seek venues for utilizing the College's display to promote both the College and the Division. (See "display" below)

4.1.10. May appoint committees to conduct the work of the Division.

4.2. Vice Chair

4.2.1. Shall be elected for a one-year term with no term limits.

4.2.2. If the Division Chair position is vacated, shall serve as Vice President on the Board of Trustees until a new Chair is elected.

4.2.3. Shall assist the Chair in the duties of the Division and seek to accomplish the goals and objectives of the Division.

4.2.4. Shall serve on the CME Committee, CME Program Planning Sub-Committee, and Membership (*It is recommended the Vice Chair attend all such meetings as attended by the Chair to become familiar with the work of the Chair.*)



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4.2.5. May serve as Chair of any special courses, such as a basic course.

4.3. Secretary

4.3.1. Shall be elected for a one-year term with no term limits.

4.3.2. The Division Secretary shall provide the name of the elected Division Chair to the Secretary of the College. The elected Division Chair will be installed at the Annual Membership Meeting.

4.3.3. Shall take minutes of all Division meetings and submit to the Chair for review prior to submitting them to the Central office. The minutes should be completed and submitted within thirty (30) days of the meeting.

4.3.4. Shall serve on the Communications Committee.

4.3.4..1 Submit articles and other information for each issue of the AOCOPM Newsletter on Division issues and/or pertinent trends impacting the practice of medicine in their given area of specialty.

4.3.4.2. Assists in the providing pertinent information and periodically reviewing the web site.

5. Funding, for Divisions:

5.1. A discretionary fund is provided to each Division (see Reimbursement Policy for current amount). These funds may be used at the discretion of the Division; however, a written report on the use of these funds must be submitted to the Board of Trustees meetings.

5.2. The funds are appropriated annually. Any unused funds shall not accumulate but shall be refunded to the General Fund.

5.3. These funds do not carry over from year to year. The amount is established at the beginning of each Fiscal Year (August 1st) during the normal budget process.

6. Display

6.1. A display may be developed utilizing information from each Division.

6.2. The cost of the display shall be appropriated from the General Fund. Funds for each Division's information, including photographs, shall be appropriated from each Division's annual discretionary funds. Costs for displaying, shipping, etc. shall also come from each Division's annual discretionary funds.

6.3 The display shall be stored in the central office along with a Concept of Operation Guideline.

Revised 07/10