

Emergency Professionals Caucus Policy Guidelines

Approved Date: 2023.07.14

Membership Eligibility Requirements

An IAEM-USA member in good standing shall become a member of the group through the method established by the IAEM-USA Administrative Policies and Procedures (APPs), and shall remain a member of the group in perpetuity, while eligibility requirements continue to be met, or until such time that the member indicates their desire to end membership in the group. All members who meet these eligibility requirements are Voting Members.

Group Leadership

The criteria and selection process outlined in these policy guidelines shall be the basis for the annual formal recommendation to the incoming IAEM-USA Board of Directors for the appointment of the group's Chair and Vice Chair.

Nominees for elected leadership roles may be nominated by any Voting Member, including themselves, and such nomination must be submitted to the group's staff liaison to verify eligibility for the desired role.

The group leadership shall have the following composition:

Chair

1. Eligibility:
 - a. Must be a Voting Member
 - b. Can fulfill the duties of the role
 - c. Must have been a member of the group for 1 year
2. Selection Process: Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
3. Vacancies: Vice Chair automatically becomes Chair
4. Duties of the position: The Chair of the IAEM Emerging Professionals Caucus is responsible for leading the IAEM EPC; coordinating all Caucus activities and communications with the IAEM USA President, Vice-Presidents, Board of Directors, and other leadership; and ensuring the missions of IAEM and the Emerging Professionals Caucus are carried out with integrity. Maintaining transparency of Caucus operations, acting as an ambassador for the organization, and ensuring a commitment of the EPC and its vision to serve the diverse needs of the emergency management community. And other duties as assigned.

Vice Chair

1. Eligibility:

- a. Must be a Voting Member
 - b. Can fulfill the duties of the role
2. Selection Process: Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
3. Vacancies: Vacancies in the Vice Chair role will result in a special election. Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus.
4. Duties of the position: The Vice-Chair of the IAEM Emerging Professionals Caucus assists the Chair with leading the IAEM EPC and collaborates with other Caucus leadership to create meaningful deliverables and outcomes that are consistent with the established work-plans, strategic planning documents, and mission of the IAEM EPC. And other duties as assigned.

Secretary

1. Eligibility:
 - a. Must be a Voting Member
 - b. Can fulfill the duties of the role
2. Selection Process: Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
3. Vacancies: Vacancies in the Secretary role will result in a special election. Selection shall be made by a private ballot using a suitable method of voting as determined by the group leadership, and shall be made available to all Voting Members of the Caucus
4. Duties of the position: The Secretary of the IAEM Emerging Professionals Caucus is in charge of managing the communications of the Caucus and ensuring that IAEM and all members have up-to-date information on Caucus activities and access to key Caucus documents. The Secretary assists with creating the agenda, compiling the minutes for each meeting and managing the Teams settings in conjunction with IAEM leadership. The Secretary works with the IAEM Staff Liaison to manage caucus membership intake. The Secretary works directly with the Chair and Vice-Chair to address issues and projects within the Caucus. And other duties as assigned.