

# AMERICAN COLLEGE OF EMERGENCY PHYSICIANS LEADER VISITS TO CHAPTERS PROCEDURES

All Board members are called upon from time to time to represent the College at chapter meetings or meetings of other organizations. Chapter Services staff will contact the requested leader (current ACEP Board of Director) to discuss his or her availability **once the chapter has completed and returned the leader visit request form to Chapter Services. Per the ACEP guidelines, it is the responsibility of Chapter Services to contact the leader directly to ensure every visit is document for the quarterly report to the ACEP Board.**

Chapter visits are scheduled on a regular basis to maintain contact and communication between the College's leadership and its 53 Chapters.

There are essentially two types of visits to chapters:

- Visits in official capacity as a College leader
- Visits in unofficial capacity, such as a faculty member for a chapter program

This document explains the difference in procedure for each type of visit. If you have any questions about a visit that you will make, contact Chapter Services for assistance.

**OFFICIAL VISITS**--There are two types of official visits, one paid for by national (rotation) and the other paid for by the chapter (non-rotation).

The Chapter Services Manager has overall responsibility for the leader visit program and the Chapter Services Administrative Assistant coordinates chapter visits. **If a chapter contacts you directly for a visit in your official capacity, please refer that chapter to Chapter Services. Chapter Services will notify you as to whether the visit is a rotation or non-rotation year visit.**

**ROTATION YEAR VISITS** are paid for by national and are included in the Chapter Services budget to ensure that each chapter has a visit on a regular basis, once every two years. Chapter Services maintains the master schedule of when a chapter is to receive a rotation visit.

## 1. PROCEDURES

- a) Once the chapter has completed the Leader Request Form, Chapter Services staff will contact the leader to determine his or her availability for the visit. **To expedite this process, it is imperative that the Leader Request Form contain all the requested information.**
- b) **If a chapter officer or chapter executive director contacts you to request a leader visit, please advise them that Chapter Services must be contacted in order to arrange the visit.**
- c) Once a leader agrees to the visit, Chapter Services staff will contact the chapter to confirm leadership representation and to gather other needed information. Chapter Services will then send an initial confirmation letter to the chapter and a copy to the leader.
- d) **Chapter Services budget allows for one hotel night and two days of per diem for a rotation leader visit. If the chapter requests the leader to extend his or her stay for the meeting, the chapter will be responsible for all additional expenses.**
- e) **Travel Arrangements--Leaders make their own flight and hotel arrangements.** However, if a chapter prefers to make the hotel reservation, Chapter Services will notify the leader. Chapter Services will also work with the chapter to arrange ground transportation, if needed. **If you are scheduled to visit a chapter, please contact Chapter Services with your flight information, and to confirm that you made your hotel reservation.**
- f) **Chapter Information**--Chapter Services will provide chapter information to the leader, prior to his/her chapter visit. The information provided will include, final details of the visit, a reimbursement letter, and a feedback form

for the leader to complete and return to Chapter Services.

- g) **Feedback Form**--Information from the leader to Chapter Services regarding status of chapter is very important in maintaining a strong national/chapter relationship and in measuring the healthiness of the chapter. **The leader must return this form with the reimbursement letter to the Chapter Services Manager in order to be reimbursed for a rotation visit to a chapter.**
- h) **Expenses**--Leaders are asked to charge all related travel expenses to a personal credit card. After the visit, leaders submit the completed reimbursement letter to the Chapter Services Manager (unless otherwise instructed).
- i) ACEP will reimburse the leader directly for round-trip coach airfare and one night hotel room and taxes based on single occupancy, group or corporate rate. Other travel expenses will be reimbursed at the set rate of \$75 per day for Dallas travel and \$100 per day for all other travel.

**Honorarium**--Leaders **do not** receive an honorarium from chapters. If funds are offered, the leader may suggest a donation to the Emergency Medicine Foundation (EMF).

**NON-ROTATION YEAR VISITS** are paid for by the chapter and can be requested at any time. These are scheduled in the same manner as rotation visits. The chapters are required to contact Chapter Services to schedule the visit.

## 1. PROCEDURES

- a) Procedures are identical **EXCEPT the chapter pays the expenses in a non-rotation year visit**. If there is any difficulty between the chapter and the leader regarding reimbursement for a non-rotation year visit, the Chapter Services Manager will act as a facilitator with the chapter and the leader to resolve it.
- b) **Expenses**--The leader and the chapter will mutually agree on financial remuneration of expenses. The chapter will be responsible for direct reimbursement to the leader. There will be no reimbursement from ACEP.
- c) **Feedback Form** – This form is also required to be completed by the leader and returned to Chapter Services.
- c) **Honorarium**--Leaders **do not** receive an honorarium from chapters. If funds are offered, the leader may suggest a donation to the Emergency Medicine Foundation (EMF).

**UNOFFICIAL VISITS**--Occasionally, a chapter may request a leader to serve as faculty for an educational program or seminar that the chapter is conducting.

## 1. PROCEDURES

- a) If you are invited to serve as faculty for a chapter's educational program, please schedule this directly with the chapter.
- b) **Expenses**--If a leader agrees to visit a chapter as faculty or in another capacity, the leader and chapter will mutually agree on arrangements regarding expenses, airfare, per diem and honoraria. **The chapter will be responsible for direct reimbursement to the leader.**
- c) **Other**--Chapter Services is not involved in this type of visit. If Leadership maintains a specific leader's calendar, the leader should contact the Office of the Executive Director with the information.