

Committee on Education and Outreach Responsibilities of the Chair

The committee shall advise the Council and the Association on promoting education in the history of medicine and enhancing the visibility of our discipline in academic and non-academic venues. (Bylaws X.14)

Responsibilities of the Chair include

- Convene the committee, typically by email.
- Review the reports of past committees.
- Establish a timeline and process for the deliberations.
- Conduct the business of the committee.
- Write a brief report for the Council of the AAHM outlining the activities of the committee and send it electronically to the Secretary-Treasurer (aahm@kumc.edu) by March 15 for inclusion in the formal material delivered to the members of the Council prior to the annual meeting.
- The report should include at minimum the following elements
 - A list of committee's members
 - Any recommendations for action to Council, which should appear in the form of a suggested motion before Council.
 - Report on the deliberations of the committee is not necessary unless they are relevant to the recommendation
 - A list of unfinished or new business that the committee would like to communicate to subsequent committees
- The committee may also compile and submit a more detailed report which can be circulated to Council and membership in an appropriate format through the website, the Council book, the Newsletter and other media.