

**Orthopaedic Section Education Committee  
Vice-Chair Responsibilities:**

- Assists the Chair with above duties throughout the year, at CSM, AOM, and regional courses if necessary
- Participates and advises the Chair with final program selection for CSM and regional courses
- Serves as Vice Chair of the AOM Planning Committee:
  - Assists the Chair in carrying out all responsibilities for the meeting.
  - Takes responsibility for setting up and managing the conference calls for the committee and speakers once a focus for content has been determined (preparation materials, agenda, leading the call, determination of action items and individuals responsible for action items).
  - Assigns 1 to 2 planning committee members to coordinate speakers and content of general and breakout sessions
  - Manages program objectives for the brochure and writes a description of the conference for marketing.
  - Attends AOM and helps to oversee the administration and management of the meeting.