

IFEM Early Emergency Careers Special Interest Group

Terms of Reference

1. INTRODUCTION

The Early Emergency Careers Special Interest Group (EEC SIG) of the International Federation for Emergency Medicine (IFEM) was founded in 2025. It evolved from and replaced the Emergency Medicine Residents and Trainees Special Interest Group (RT SIG) which was founded in 2020. It creates a supportive community of practice for emergency medicine (EM) senior trainees and early-career emergency physicians to support their ongoing professional development at an important transition point in their careers whilst learning how they can contribute within the IFEM organisational structure.

2. VISION AND OBJECTIVES

Vision: To connect and empower EM residents and specialists in the early stage of their career in the pursuit of clinical excellence, leadership development, and sustainable careers in emergency medicine.

Objectives:

- Provide a forum for networking amongst its members who are in the early stage of their EM careers.
- Nurture and support leadership skills development within the IFEM organisational structure and relevant programs.
- Foster collaboration especially in the areas of:
 - Education and training
 - Leadership skill growth and development
 - Wellness and career longevity
- Advise all the IFEM standing committees as appropriate.

3. MEMBERSHIP

Membership is open to:

- Trainees currently enrolled in the later stages of their recognised EM training programmes.
- Graduated EM specialists in the early years of their emergency career.

Membership shall be open to any individuals who belong to an IFEM Member organization who fit the above criteria. In recognition that emergency medicine training also occurs in countries which do not yet have a national organisation which is a member of IFEM, the membership of the EEC SIG shall welcome doctors from these nations as members provided they fulfill the above membership requirements. Non-IFEM members must not exceed more than 40% of the total SIG membership and cannot hold the positions of Chair or Vice Chair of the EECSIG.

All members have a maximum of six years they can remain in this SIG.

Prospective members must apply through the IFEM website and include a brief description of their relevant experience and motivation to join. Applications will be reviewed and approved by

the Chair or their delegate. The IFEM Support Unit maintains the membership database. A membership audit will occur at least once every four years.

4. LEADERSHIP ROLES, APPOINTMENT AND TENURE

4.1 Leadership

The ECC SIG leadership will include:

- Chair
- Vice Chair (optional)
- Core Coordinating Group (project leads)

Members of the Core Coordinating Group support the Chair and Vice Chair by leading ongoing EEC SIG initiatives and contributing to the development, execution, and evaluation of the group's projects. The Chair and Vice Chair of the IFEM Emergency Medicine Practice Committee are ex-officio, non-voting members. Leadership will reflect gender balance and geographic diversity, with representation encouraged from all IFEM regions (Africa, Asia, Europe, Latin America, North America, Australasia).

4.2 Appointments

- The **Chair** is elected by a majority of active ECC SIG members during the official business meeting held at ICEM and formally appointed by the IFEM Board.
- For succession planning, elections should take place one year before the end of a Chair's term. The successful candidate will serve as **Chair-Elect** until assuming the role.
- The Vice Chair and Core Coordinating Group members are elected by RT SIG members during an ICEM meeting or via a virtual process approved by the Chair.

4.3 Tenure

- **Chair and Vice Chair:** Two-year term.
- **Core Coordinating Group:** Two-year term, renewable while eligibility criteria for general membership are met.
- The Chair and Vice Chair may complete their term if their tenure finishes just after their six years of EEC SIG membership.

5. MEETINGS

- **Frequency:** Minimum of three meetings annually: one during ICEM and at least two virtual meetings. Additional meetings may be convened at the Chair's discretion.
- **Quorum:** At least 50% of the leadership team must be present for decisions to be valid.
- **Agenda:** Items must be submitted at least 14 days in advance of meetings.
- **Minutes:** Must be approved by the Chair within 28 days. Agendas and minutes will be prepared in collaboration with the IFEM Support Unit.
- **Attendance:** All leadership members are expected to attend at least 50% of scheduled meetings. Failure to meet this over a two-year period, without valid explanation, may prompt review of leadership status.

6. REPORTING

The EEC SIG reports to **the IFEM Emergency Medicine Practice Committee**. The Chair serves as a standing member. In the Chair's absence, the Vice Chair (or another designated leadership member) may attend as proxy.

The EEC SIG is also expected to collaborate with other IFEM entities and relevant external organisations to support alignment, shared learning, and global harmonisation of emergency medicine training and development.

7. RESPONSIBILITIES

The EEC SIG is responsible for:

- Producing an **annual report** highlighting the previous year's progress and impact.
- Developing and submitting an **annual strategic plan** including at least two SMART goals, aligned with IFEM's strategy and submitted through the EM Practice Committee.
- Informing the IFEM Governance, Finance and Risk Committee at the earliest opportunity of any initiative involving financial implications (expenditure or revenue).
- Ensuring all SIG publications, white papers, and standards documents on the IFEM website are up to date.
- Delivering on special projects within agreed timelines and scope.

8. GOVERNANCE PRINCIPLES

Strategic Alignment - All decisions, activities, and outputs must align with IFEM's mission and strategic objectives.

Diversity, Equity, and Inclusion (DEI) - All entities must prioritise regional and gender diversity as a core requirement to ensure balanced representation. Meetings should foster inclusive environments by respecting culture, language, and courtesy. Online meetings should incorporate features like closed captioning and chat functions to support non-native English speakers.

Quality Framework - A structured mechanism for monitoring and enhancing volunteer engagement and contributions. This includes scheduled review meetings three times per year to assess progress, address challenges, and support continuous improvement.

Key review criteria include:

- Leadership and Coordination
- Engagement and Participation
- Output and Deliverables
- Innovation and Initiative
- Collaboration and Communication
- Impact and Outcomes
- Adherence to Timelines and Budgets (if applicable)

Usage of Logos - Use of the IFEM logo in published papers or materials requires express permission from the Board or Council.

Speaking on behalf of IFEM - The Chair or any member must not speak on behalf of IFEM externally without express permission from the Board or President.

Document Management - The Chair is responsible for ensuring that all documents and web content have an expiry and revision date, and that a system for regular review and update is in place.

Resources - The SIG will have access to the IFEM support unit for minutes and agendas of their meetings, and general upkeep of their membership database.

Version	Date of Version	Pages revised / Brief Explanation of Revision
v1	Dec 2025	Approved by IFEM Board