

AAOS Committee Appointment Program Process

The Committee Appointment Program (CAP) is designed to populate AAOS Councils and Committees. This document outlines the process of how vacancies are identified and filled during the annual CAP cycle.



Review of Rosters

1

Chair/Staff Liaison review rosters to determine potential reappointments or vacancies to their committees.

 May - June



Reappointments

2

Eligible members in good standing are invited to serve another term.

 June - August



AAOS CAP System

3

Vacant positions are posted in the AAOS Committee Appointment Program (CAP) System. Login is required to access the CAP System. Once logged in, members are able to view positions for which they are eligible.

 June - August



Review of Applicants

4

Chairs are required to submit rankings and comments for all applicants. Each Chair is asked to consider his/her council/committee dashboard, as well as the guiding principles stated in the Committee Appointment Regulations and Procedures when considering applicants. The dashboard provides an analysis of the current composition of the council/committee in terms of gender, ethnicity, specialization, and practice setting.

 August



CAP Committee Approval

5

Recommendations submitted by the chair are sent to the AAOS CAP Committee for review and approval.

 September



BOD Approval

6

The recommendations of the AAOS CAP Committee are sent to the Board of Directors for approval.

 September



Application Status Letter

7

All applicants receive a status letter regarding his/her CAP application following Board approval.

 October

AAOS

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