**Resident Assembly Executive Committee**

**Chair**

**Background**

The Resident Assembly (RA) is an advisory body to the American Academy of Orthopaedic Surgeons (AAOS) on issues of importance to orthopaedic residents. In addition, the RA provides a forum to allow orthopaedic residents to embrace their roles as patient advocates and life-long learners. The AAOS Resident Assembly aspires to be an integral and meaningful part of AAOS. The Resident Assembly directly reports to the AAOS Membership Council and works closely with this group on all matters of Membership.

For your information, below is relevant portions of Article III of the AAOS Resident Assembly Rules.

**Article III Executive Committee**

The Resident Assembly shall have seven standing committees: the Executive Committee, the Nominating Committee, and the five Subject Matter Committees (Article IV).

The Executive Committee shall be the primary governing body of the Resident Assembly. All other Resident Assembly committees report to the Executive Committee. The Resident Assembly Executive Committee shall report to the AAOS Membership Council.

The Resident Assembly Executive Committee will be comprised of three officers (Chair, Vice-Chair, Past-Chair), five Subject Matter Committee Chairs, and two At-Large Members, selected in accordance with these Rules.

**Responsibilities**

- Comply with the Strategic Plan as adopted by the Board of Directors, and ensure that the organization-wide goals of unity and diversity are considered in all activities.

- Preside over meetings of the AAOS Resident Assembly at Annual Meeting

- Preside over meetings of the Executive Committee

- Work with AAOS staff to ensure that:

1. Agendas for all Resident Assembly meetings are prepared;

2. Proceedings of the Resident Assembly Annual Meeting are available to the Resident Assembly Resident Delegates and Resident Members;

3. All correspondence, communication, and record keeping of the Resident Assembly and Executive Committee, including maintaining the Rules, are completed; and

4. Proper and fair appointments for positions within the Resident Assembly have occurred.

5. All Resident Assembly documents are accurate and kept up to date.

- Vote only to break a tie vote

- Makes appointments and delegate responsibilities subject to the advice and consent of the Executive Committee

- Serve as the official voice of the AAOS Resident Assembly in communications with AAOS, to e.g. presentations to Board of Councilors, Council of Residency Directors, etc.

- Serve as a member of the Nominating Committee

- Attend Committee and Council Meetings when invited.

- Attend AAOS Board Meetings to report on the Resident Assembly when invited.

- Serve in Past-Chair position on the Executive Committee following term as Chair

- Receive and distribute correspondence from the AAOS Resident Assembly and AAOS to residents in their orthopaedic residency programs

- Encourage orthopaedic residents to complete any surveys

- Be knowledgeable about and comply with the Resident Assembly Rules and any and all guidelines set for all AAOS committee members.

**Commitment**

The Chair should expect to commit approximately 100 hours to the Resident Assembly.

- AAOS Resident Assembly Annual Meeting at the AAOS Annual Meeting

- Resident Assembly Executive Committee Meeting at the AAOS Annual Meeting

- Nominating Committee Meeting prior to the AAOS Annual Meeting

- Open Forum at the AAOS Annual Meeting

- National Orthopaedic Leadership Conference (NOLC) (3 days)

- Act as a voting member of the Membership Council, and attend meetings and conference calls

- Preside over at least 10 RA conference calls or virtual meetings per year

- Prepare and review agendas prior to conference calls and the Annual Meeting

- Complete surveys and/or focus groups

 - Correspond to fellow residents on AAOS and Resident Assembly issues

**Term**

One year to commence at the conclusion of the AAOS Annual Meeting after approval by the Nominating Committee. Individuals may only serve one term as Chair. Chair will serve one year as Past-Chair on completion of term as Chair.

**Eligibility and Election of Resident Assembly Chair**

Resident Assembly members must have served for at least one year as a member of the Resident Assembly Executive Committee to be eligible for the Chair position.

The Chair for the upcoming year will be selected by the Nominating Committee prior to the Annual Meeting.

**Resident Assembly Executive Committee Chair**

**Nomination Form**

As noted in the AAOS Resident Assembly Rules, the Chair applicants nominate themselves, and are selected by the Nominating Committee.

Below, enter your information.

|  |  |  |  |
| --- | --- | --- | --- |
| Your Name |  | PGY  |  |
| Prior Resident Assembly position |  |
| Residency Program |  |
| Residency Program Director |  |
| Please describe why you want to be the RA Chair, and what you hope to accomplish in the position (300 words or less) |  |

*I have read the AAOS Resident Assembly Rules and understand the responsibilities and commitment of the Resident Assembly Chair.*

Signature of Chair nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Residency Program Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  I have disclosed at [www.aaos.org/disclosure](http://www.aaos.org/disclosure)