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**Resident Assembly Executive Committee**

**Vice-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 Policies and Procedures.

**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.

- Attend meetings of the AAOS Resident Assembly at Annual Meeting

- Serve as a member 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.

- Reply to AAOS Resident Assembly requests requiring votes or input on various issues and action items

- Encourage orthpaedic residents to complete any AAOS surveys

 - Be knowledgeable about and comply with the Resident Assembly Rules and Procedures

- In the absence of the Chair at a meeting of the Resident Assembly or Executive Committee, the Vice-Chair will fulfill these duties.

- Participate in the AAOS Community including regular posts and discussions

**Commitment**

The Vice-Chair should expect to commit approximately 75 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

- Open Forum at the AAOS Annual Meeting

- National Orthopaedic Leadership Conference (3 days)

- Approximately 10 conference calls and virtual meetings per year

- Preparation and review time prior to all meetings

- Completion of surveys or focus groups

- Correspondence to fellow residents on AAOS on 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 Vice-Chair.

**Eligibility and Election of Resident Assembly Vice 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 Vice Chair position.

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

**Resident Assembly Executive Committee Vice-Chair**

**Nomination Form**

As noted in the AAOS Resident Assembly Rules, the Vice-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 Vice-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 Executive Committee Vice-Chair*

Signature of Vice-Chair nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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