

MEMBER VOLUNTEER
POLICIES & PROCEDURES



AAST ASSOCIATE MEMBERSHIP

GOVERNING POLICIES & PROCEDURES

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Section I. Introduction and Purpose

The role of the AAST Associate Membership is to provide early career surgeons, fellows, and surgical residents an opportunity to be involved in The American Association for the Surgery of Trauma (AAST). The goal of the council is to facilitate early career surgeons and trainees' involvement in the AAST and guide them on the path to becoming full fellows of the AAST. These policies and procedures are designed to provide a broad guidance with regards to the operations, procedures, expectations, and overall policies of the AAST Associate Member Council, AAST Associate Member committees, AAST Associate Member governing documents, and AAST Associate Membership.

Note: to make this agreement and terminology widely applicable, we will use "AAST AM" broadly to apply to the AAST Associate Membership. AMC will stand for the Associate Member Council.

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Section II. Mission Statement

The mission of the Associate Member is to collaborate with the broader AAST community to:

- Create a network of support for early-career surgeons and surgical trainees
- Represent the interests and opinions of early-career surgeons and surgical trainees within the AAST
- Provide an avenue for future surgical leaders to be mentored, network, and develop leadership skills
- Develop educational content that is of specific interest to early-career surgeons and surgical trainees
- Create a platform to support and highlight the academic accomplishments of early-career surgeons and surgical trainees

Section III. Associate Membership Purpose and Description

I. POLICY TITLE: General AAST AM Description

II. PURPOSE

The purpose of this section is to (1) provide understanding of the associate membership level and (2) describe the AAST AM application timeline.

III. POLICY STATEMENT

Associate membership is open to surgical residents, fellows, and attending surgeons within 7 years of completing training**. Associate members are a member of the AAST once they are accepted into AAST AM.

***After that time the associate member are required to apply as an Active Fellow in AAST to remain a member.*

By August of each year, the AAST Membership Committee (including the AMC vice-chair) will complete its review of associate member applications. Associate members elected into membership will be notified by mid-August of each year via email, with a new member package sent by the end of September.

Associate members are expected to update their current membership classification with the home office before the next dues cycle. AAST staff will send forms to update your standing by August 1 each year.

Dues for associate members are decided by the AAST Board of Managers and are to be paid on a calendar basis. AAST associate members in AAST ACS fellowship are not responsible for membership dues during the duration of their ACS fellowship.

Associate member benefits include:

- Access to all AAST Fellow membership benefits, except the following: an automatic subscription to JTACS (this can be added for a discounted price), chair a non AAST AM committee, and vote at the AAST Business Meeting

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- Vote at the AAST AM business meeting
- Apply for associate member-only scholarships and publication opportunities
- Volunteer for Associate Member and AAST Fellow committees, including the AMC

Section IV. Associate Member Council

I. POLICY TITLE: Associate Member Council Definition and Policies

- II. PURPOSE:** The purpose of this section is to (1) provide an understanding of the associate member council, (2) describe the positions & responsibilities, (3) and outline process for removal of AMs from council positions.

III. POLICY STATEMENT

The role of the Associate Member Council (AMC) is to provide a forum for AAST Associate Members to assume leadership roles and help govern the activities the AAST offers for associate members. This vehicle will allow associate members to gain experience/leadership skills in medical association governance, oversee produced educational content relevant to the associate membership, and help provide information about career and scholarship opportunities to the associate membership.

Council leadership will consist of seven officers, three committee chairs, and the immediate past chair of the AMC. Only associate members may hold council positions with the exception of immediate past chair. The immediate past chair can only hold this position as either an associate member or first-year fellow. If you are eligible for AAST Fellow membership, you can only apply to become a fellow in your last year of the position you are elected to.

Within the AMC, the Executive Committee is comprised of the: Chair, Vice Chair, Secretary, and Treasurer.

Responsibilities of each council position:

Chair, Associate Member Council:

- AAST Board of Managers Liaison
- 2-year term

Responsibilities

- Hold monthly conference calls with Councilors
- Attend AAST Board of Managers meetings
- Present reports at the AAST Board meetings (April, December, and September)

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- Present a report at the AAST Annual Business Meeting
- Chair the Associate Member Council Business Meeting

Vice Chair, Associate Member Council:

- Responsible for membership recruitment and membership committee
- 2-year term
- Must have held a prior council position for two years (one full term)
- In-training fellow or Faculty

Responsibilities

- Participate in monthly executive committee conference calls
- Review and score Associate Member applications
- Participate in the AAST Membership Committee
- Develop marketing campaign for membership recruitment
- Plan outreach events for prospective members and promotions for recruitment
- Plan the Associate Member Social Event at Annual Meeting
- Report to the membership at the Associate Member Council Business Meeting

Secretary, Associate Member Council:

- Responsible for keeping official associate member minutes and records
- Managing the AMC election
- 2-year term
- Open to all associate members during election year

Responsibilities

- Chair the election process for the Associate Member Council
- Plan and manage the Associate participation in the Virtual Job Fair in conjunction with the associate member education committee
- Participate in monthly executive committee conference calls
- Provide minutes of the executive committee and all-member conference calls
- Provide minutes of Associate Member Council business meeting
- Send out notification of Annual Business Meeting to all members
- Send out call for nominations and distribute candidate ballot information

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Treasurer, Associate Member Council:

- Budget development and management
- 2-year term for first year
- Open to all associate members during election year

Responsibilities

- Participate in monthly executive committee conference calls
- Create yearly budget for Associate Member Council and present to AMC Council for approval by November 1
- Provide quarterly financial reports to the Associate Member Council Chair
- Develop process for budget requests
- Work with committees on budget items

Professional Development/Education Councilor

- Manager of associate member education
- 2-year term
- Open to all associate members during election year

Responsibilities

- Liaison to AAST Education/E-Learning Committee
- Liaison to the AAST MIT Committee
- Score abstracts for the program committee
- Attend the AAST Program Committee Meeting
- Present the Associate Member Council proposed pre-sessions and lunch sessions to the program committee

Scholarship/Development Councilor

- Manager of associate member scholarships
- 2-year term
- Open to all associate members during election year

Responsibilities

- Liaison to the Scholarship/Development Committee

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- Participate in conference calls as needed
- Attend the AAST Scholarship, Award and Development Committee Meeting
- Participate and judge the Resident Awards at the AAST Annual Meeting
- Promoting the fundraising efforts of the AAST Research and Education Fund subcommittee
- Develop marketing plan for scholarship applications that are aligned with the Trauma, Critical Care, and EGS research agendas
- Manage the scoring process for the associate member Annual Meeting awards

Communications/Social Media Councilor

- Manager of associate member communications
- 2-year term
- Open to all associate members during election year

Responsibilities

- Develop a communication and social media strategy for the associate membership initiatives
- Work with the staff liaison to develop associate member branding
- Participate in conference calls as needed
- Liaison to the AAST Communication and Social Media Committees

AMC Education/Professional Development Committee Chair

- Coordinate and manage the education/professional development committee
- 2-year term
- Open to all associate members during election year

Responsibilities

- Work with Education Councilor
- Organize and chair meetings for the education/professional development committee
- Develop education at the AAST Annual Meeting including pre-sessions, lunch or breakfast sessions and any special sessions
- Attend Executive Committee and AMC calls as needed
- Develop content for the AAST App and other platforms relevant to

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associate members

AMC Scholarship, Awards and Development Committee Chair

- Coordinate and manage the scholarship, awards, and development committee
- 2-year term
- Open to all associate members during election year

Responsibilities

- Work with Scholarship and Development Councilor
- Manage associate fundraising initiatives
- Liaison to the AAST Research and Education Fund committee
- Attend Executive Committee and AMC calls as needed

AMC Communications/Social Media Committee Chair

- Coordinate and manage the communications/social media committee
- 2-year term
- Open to all associate members during election year

Responsibilities

- Work with Communications and Social Media Councilor to attend Executive Committee calls as needed
- Organize and chair meetings for the communications/social media committee
- Attend AMC calls as needed
- Develop AMC electronic newsletter
- Manage the Associate Member Council section of the AAST website in conjunction with the AAST support staff
- Develop a social media plan across all platforms: Twitter, Facebook, Instagram
- Work with the AAST Communications Committee

AMC Immediate Past Chair

- 1-year term
- Advisory role within the AMC, mentoring the current Chair and Vice-Chair

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CHANGES TO AMC LEADERSHIP

AMC members can be removed or promoted (in the event of an opening) by a 3/4 vote of the full council (11 members). The Chair of the Council can only be removed by the AAST Board of Managers. If an AMC member resigns or is no longer able to fulfill their position, the AMC will manage the replacement of the role. First, the AMC members will determine if another AMC member would like to transition to the vacated position. If no AMC member volunteers or a position is left open by them volunteering, a general nomination will be held among AAST AM. From these nominations and self-nominations, a replacement member will be appointed by the AMC.

Non-elected/appointed members of the AMC must abide by the same election cycle set in the governing documents for the previously vacated term. They are eligible to run again for election of any position, including for the same position to have a full term.

Section V. Election Process

I. POLICY TITLE: Associate Member Council Election

II. POLICY SUMMARY:

The AAST AM will be governed by the elected council leadership with input and approval by the AAST Executive Committee. This section will 1) provide understanding of the nomination process & qualifications, (2) describe the election timeline and succession plan, (3) and describe the process of changing the governing documents.

III. POLICY STATEMENT

A call for nominations will be sent to all associate members in June for any open positions on the Council. Associate members may self-nominate or nominate another associate member.

Qualifications for Nomination

- Must be an AAST Associate Member
- Must remain an Associate Member for the elected term
 - For vice chair, this includes your term as president, i.e. must be eligible for 4 years of associate membership. Please see Section II for additional details.
- Must have been an Associate Member for at least 6 months (i.e. you cannot run for election the year you are inducted).)
- All positions except the vice-chair and chair are open to all associate members. The vice-chair and chair must have served 2 years on the associate member council and be attending or a fellow in training (surgical critical care or acute care surgery).

Nominations must include the following:

- Name
- Title
- Contact Information
- Associate Member Type (Resident, In-Training Fellow, Attending)
- Position for Nomination

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- Personal Statement (500 words or less)
- Photo (will not be used during the election)
- CV

Election Timeline

Nominations are due to AAST two months prior to the Annual Meeting of that year. The AAST staff liaison will send a candidate sheet, applicable materials, and voting details to the associate membership no less than one month before the AAST Annual Meeting. After these are sent out, all votes are due to AAST two weeks prior to the associate member business meeting at the AAST Annual Meeting. Nominations will not be taken during the Associate Member Business Meeting.

To be elected, a candidate must receive over 50% of the available votes. Available votes are defined as all votes that are submitted. If a candidate in an open position does not receive 50% of the available votes, a runoff between the top two candidates will take place one week before the Associate Member Business Meeting.

A business meeting will be held during the AAST Annual Meeting where the members confirm the elected officials and amendments to governing documents. After this business meeting, the newly elected officials will begin their term.

Below is a breakdown of the AMC election cycle and term lengths:

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Position	Term Length	Elections Year
Chair	2-year term	no voting; vice chair will be promoted
Vice Chair	2-year term	Election on even years (2022 & 2024)
Treasurer	2-year term	Election on odd years (2023 & 2025)
Secretary	2-year term	Election on even years (2022 & 2024)
Education/Professional Development	2-year term	Election on odd years (2023 & 2025)
Scholarship/Awards	2-year term	Election on odd years (2023 & 2025)
Communications/Social Media	2-year term	Election on even years (2022 & 2024)

Amendments and Changes to the Governing Documents

The policies and procedures set forth within the governing documents and changes made forth will be drawn up by the Council and submitted for approval by the AAST Executive Committee. After, the governing documents will be sent to the AAST AM for feedback and voting. The final draft of the governing documents will be confirmed at the AAST AM business meeting.

Section VI. AAST Associate Member Committees

I. POLICY TITLE: AAST AM Committee Descriptions and Policies

II. POLICY SUMMARY: This section outlines (1) AAST AM committee structure and 2) AAST AM committee volunteer solicitation

III. POLICY STATEMENT

AAST AM committees will be comprised of associate members and a committee chair.

Committee chairs will be selected by the associate member council with input and nominations from committee members. Committee chairs will be appointed after the AAST Annual Meeting.

Committee membership is on a volunteer and rotating basis. The Chair of the AMC can

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appoint associate members to an AM committee. Members can also complete a committee volunteer form to request placement on a committee.

The term of committee members is two years. Committee members can remain on the committee two years with approval from the AMC and committee chair. AM Committee members can join committees at any point in the year but the associate membership will actively solicit volunteers after the annual meeting.

Below is a description of each of the current AAST committees (Committee descriptions to be updated by committee chairs):

Communications/Social Media Committee

- Develop AMC electronic newsletter
- Provide input into the AAST print newsletter and electronic newsletter, Cutting Edge
- Develop and manage the Associate Member Council section of the AAST website
- Develop a communication policy for members
- Manage communication to associate members
- Develop a social media plan across all platforms: Twitter, Facebook, Instagram

Education/Research Committee

- Provide schedule for online education yearly
- Develop education at the AAST Annual Meeting including pre-sessions, lunch or breakfast sessions and any special sessions
- Provide a report at the AMC Business Meeting
- Develop content for the AAST App relevant to associate members

Scholarship/Awards Committee

- Develop a marketing plan for the R&E Fund Scholarship (research scholarships)
- Promote the AAST Research Scholarships and Annual Meeting Scholarship
- Develop a fundraising program for associate members