

MEMBER VOLUNTEER  
POLICIES & PROCEDURES



# AAST ASSOCIATE MEMBERSHIP

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## 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 Membership 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 and provide professional development tools that are 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 by the membership committee.

*\*\*After that time the associate members 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 programs are not responsible for membership dues during the duration of their ACS fellowship. These fellow AAST AMs are required to apply for formal AAST AM membership following the completion of their fellowship in order to continue as active Associate Members.

Associate Member benefits include:

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- 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
- 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 and responsibilities, (3) and outline the 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 its Associate Members. This vehicle will allow associate members to gain experience/leadership skills in medical association governance; oversee and produce 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 composed 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
- Requirement: In-training fellow or Faculty; must remain associate member during term
- Not an elected position; vice-chair automatically becomes chair after 2

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year vice chair term

*Responsibilities*

- Hold monthly conference calls with the AMC
- Participate in biweekly calls with AAST staff liaison and AMC chair
- Attend virtual AM committee meetings when able
- Attend AAST Board of Managers meetings
- Present reports at the AAST Board meetings (April, December, and September)
- 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 serves on the AAST Membership Committee
- 2-year term
- Must be In-training fellow or Faculty to be eligible
- Must have served on the AMC
- Must remain an associate member during vice-chair and chair term (4 years after election)

*Responsibilities*

- Participate in monthly AMC calls
- Participate in biweekly calls with AAST staff liaison and AMC chair
- Review and score Associate Member applications
- Participate in the AAST Membership Committee
- Attend virtual AM committee meetings when able
- Plan the Associate Member truncated schedule on Thursday at the AAST Annual Meeting
- Report to the membership at the Associate Member Council Business Meeting

**Secretary, Associate Member Council:**

- Keep official Associate Member minutes and records
- Manage the AMC election

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- 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 Membership participation in the Virtual Job Fair in conjunction with the AM education committee
- Participate in monthly AMC calls
- Provide minutes of the AMC calls and membership wide meetings
- Provide minutes of Associate Member Council business meeting
- Organize and distribute the agenda for upcoming AMC meetings
- Work with AAST Staff/Communications Committee to send notifications of AM business meetings to membership

**Treasurer, Associate Member Council:**

- Budget development and management
- 2 year term
- Open to all Associate Members during election year

*Responsibilities*

- Participate in monthly AMC 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

**Research and 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

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- Attend the AAST Program Committee Meeting
- Present the Associate Member Council proposed pre-sessions and lunch sessions to the program committee
- Oversee the research development course at the annual meeting

### **Scholarship and Development Councilor**

- Manager of Associate Member scholarships, awards, and fundraising
- 2-year term
- Open to all Associate Members during election year

#### *Responsibilities*

- Work with Scholarship, Awards, and Development AM Chair
- Liaison to the AAST Scholarship, Awards and Development Committee
- Liason to AAST Research and Education Fund Committee
- Attend AM Executive Committee and AMC calls as needed
- Coordinate and manage fundraising initiatives with AAST Research and Education Fund Committee and Associate Membership
- Coordinate and attend the AM AAST Scholarship, Award and Development Committee Meetings
- Coordinate the scoring process for the Associate Member Annual Meeting awards
- Participate and judge the Resident Awards at the AAST Annual Meeting
- Coordinate and participate in AM TSACO Scholarship Award with AM Research and Education Committee
- Work with AM Communications Committee to develop marketing plans for AM Scholarship, Awards, and Development Committee initiatives

### **Communications and 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

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- Participate in conference calls as needed
- Liaison to the AAST Communication and Social Media Committee

**Research and Education 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 and the AAST Education Committee
- 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
- Develop content for the AAST App and other platforms relevant to associate members
- Oversee Associate Member sponsored virtual grand rounds
- Collaborate with the AAST AM Secretary and Education/Professional Development Councilor in executing material for the Professional Development Townhall series
- Oversee the execution of AAST AM educational initiatives
- Update the “Navigate the Surgical Critical Care Fellowship Successfully and Beyond”
- Coordinate the annual AAST AM/SCCPDS webinar on fellowship applications
- Update the resource page on the AAST AM website
- Maintain the e-learning archive
- Attend AMC calls as needed

**Scholarship and Development Committee Chair**

- Coordinate and manage the Scholarship, Awards, and Development committee
- 2-year term

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- Open to all Associate Members during election year

*Responsibilities*

- Work with Scholarship, Awards, and Development Councilor
- Organize and chair the Scholarship, Awards, and Development AM Committee meetings
- Liaison to the AAST Research and Education Fund committee
- Coordinate and manage fundraising initiatives with AAST Research and Education Fund Committee and Associate Membership
- Coordinate and attend the AM AAST Scholarship, Award and Development Committee Meetings
- Coordinate the scoring process for the Associate Member Annual Meeting awards
- Participate and judge the Resident Awards at the AAST Annual Meeting
- Coordinate and participate in AM TSACO Scholarship Award with AM Research and Education Committee
- Work with AM Communications Committee to develop marketing plans for AM Scholarship, Awards, and Development Committee initiatives

**Communications and Social Media Committee Chair**

- Coordinate and manage the communications/social media committee
- 2-year term initially, and thereafter
- Open to all Associate Members during election year

*Responsibilities*

- Work with Communications and Social Media Councilor to attend AAST 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 multiple platform (including Twitter, Instagram, etc) to disseminate AAST AM information
- Work with the AAST Communications Committee



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**Immediate Past Chair**

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

**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 based on a majority vote.

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. AMC positions may only be held for two terms.

**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

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- o For vice chair of the Council, 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 an 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
- Personal Statement (500 words or less)
- Photo (will not be used during the election)
- CV

### **Election Timeline & Rules**

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.

Candidates are not allowed to use official AAST platforms or social media groups (i.e. What's App, AAST Connect, @traumadoctors & @traumadoctorsam accounts) to campaign for election. The election process is meant to encourage member participation and AAST will handle marketing for the election such as social posts, e-mails, and reminders through AAST channels. These initiatives will point users to the nomination page containing voter information. AAST does not tolerate any discrediting tactics defined as an effort to damage or call into question someone's reputation, by propounding negative propaganda. Any form of this will not be tolerated. Candidates are allowed to campaign using individual personal accounts and networking connections such as retweeting AAST socials.

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 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.

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

<b>Position</b>	<b>Term Length</b>	<b>Elections Year</b>
Chair	2-year term	no voting; vice chair will be promoted
Vice Chair	2-year term	Election on even years
Treasurer	2-year term	Election on odd years
Secretary	2-year term	Election on even years
Research/Education Councilor	2-year term	Election on odd years
Education/E-Learning Committee Chair	2-year term	Election on odd years
Scholarship/Development Councilor	2-year term	Election on odd years
Scholarship, Awards, and Development Committee Chair	2-year term	Election on odd years
Communications/Social Media Councilor	2-year term	Election on even years
Communications and Social Medical Committee Chair	2-year term	Election on even years

**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

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Committee. After, the governing documents will be sent to the AAST AM for feedback and suggested changes. The final draft of the governing documents will be presented and confirmed at the AAST AM business meeting through a majority vote or during an emergency vote.

### 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 composed of associate members and a committee chair.

Committee chairs will be selected by the AMC 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 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 for an additional 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 multiple platforms (Twitter, Instagram, etc)

#### **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)

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- Promote the AAST Research Scholarships and Annual Meeting Scholarship
- Develop a fundraising program for associate members

Each Committee has the authority to create Vice Chair positions as they see fit to advance the Committee activities. These Vice Chair positions will be two year terms and must be approved by the Associate Member Council Chair upon creation. Once a Vice Chair position is created, the respective Committee Councilor and Chair, as well as the Associate Member Council Chair, will interview and then select the Vice Chair after an internal call for applicants. This should be done within four weeks of the annual business meeting. Since these positions are non-AMC positions, Committee Vice Chairs do not regularly attend standing AMC meetings but they are expected to attend respective Committee meetings. Current Committee Vice Chair positions include the following:

- Communication
  - Vice Chair of Engagement
  - Vice Chair of Recruitment
- Education
  - Vice Chair of Webinars
  - Vice Chair of Online Learning
  - Vice Chair of Educational Resource Management