



ASSOCIATE MEMBER

New Member Packet



ASSOCIATE MEMBER

***WELCOME TO THE
AMERICAN ASSOCIATION
FOR THE SURGERY OF
TRAUMA!***

Brief Overview of Membership Benefits:

- * Access to the AAST e-learning CME library
- * Discounted registration to the AAST annual meeting
- * Ability to sponsor associate candidate members
- * Discounted subscription to the journal of trauma and acute care surgery
- * Access to associate member only scholarships
- * Apply for associate member-only scholarships and publication opportunities
- * Volunteer for associate member and aast fellow committees
- * Early career leadership opportunities





If you have any questions or would like some guidance on finding your role in AAST, please feel free to contact the Associate Member Council at aastam@aast.org.

**Including
you, we have:**

**97
Residents**

**259
In-Training Fellows**

**483
Attendings (Formerly
Jr. Faculty)**

INCLUDES:

Associate Member Awards

Join a Associate Committee

Associate Member
Scholarships

Associate Member Website
Hotlinks

CONGRATULATIONS TO OUR NEWLY ELECTED OFFICIALS:

- **Vice Chair: Julia Coleman, MD**
- **Secretary: Alexander C. Schwed, MD**
- **Communications & Social Media Councilor: Simin Golestani MD**

**Scan below to view the Associate
Member Leadership**



Associate Member Best Presentation and Paper Award

Eligibility: Open to associate members who joined within the last two years of the current annual meeting.

- * Awarded to the best associate member presentation and paper at the AAST Annual Meeting
- * Award is presented at the Annual Business Meeting
- * Recipient receives a plaque and monetary prize of \$500.

Associate Member Best Quickshot Award

Eligibility: Open to any associate member at the AAST Annual Meeting

- * Awarded to the best quickshot presented by an associate member at the AAST Annual Meeting
- * Award is selected and announced after the annual meeting in the November newsletter.
- * Recipient receives a certificate and monetary prize of \$250.

ASSOCIATE MEMBER AWARDS

Associate Member Best Poster Award

Eligibility: Open to any associate member at the AAST Annual Meeting

- * Awarded to the best poster presented by an associate member at the AAST Annual Meeting
- * Award is selected and announced after the annual meeting in the November newsletter.
- * Recipient receives a certificate and monetary prize of \$250.

Associate member awards are available to all associate member career levels.



Associate Member TSACO Award

Eligibility: associate member must be (1) either the first author or senior author and (2) the corresponding author

- * Recipients get their TSACO publication fees sponsored by the AAST, recognition as an AAST AM Scholarship recipient, and a 1:1 session with a TSACO reviewer
- * Work should either be original research or systemic review

Scan the QR Code to Volunteer!

The term of committee members is two years. Committee members can remain on the committee for an additional two years with approval from the 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.

**JOIN AN
ASSOCIATE
MEMBER
COMMITTEE**



**Associate Committee
Descriptions:**

<https://www.aast.org/associate-member-committee-volunteer-form>

ASSOCIATE MEMBER SCHOLARSHIPS

AAST offers numerous scholarships for various career levels. Apply according to your status at the time of award.

Associate Member Mentor Scholarship

Deadline: August 25, 2025

The duration of the scholarship is one year from the annual meeting to the annual meeting. The purpose of this scholarship is to provide an Associate Member with a year-long, one-on-one mentorship experience with the AAST Vice President in the AAST.

Eligibility:

- Must be an AAST Associate Member prior to being selected
- A statement of Interest with objectives and goals you'd like to achieve for the year will be required

Scholarship will include:

- A brief presentation will be required at the Annual Meeting (comped)
- The recipient will be required to submit a final report by September 1, 2026

1 Scholarship Available
Award Amount: \$2,000

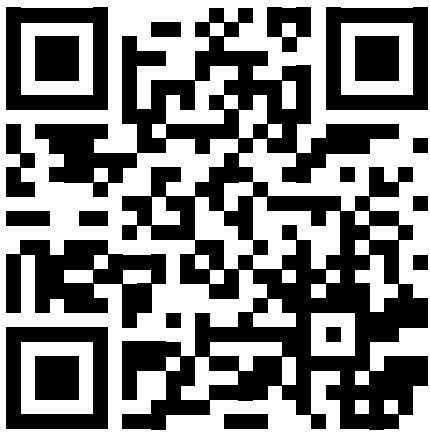
20forTwenty Annual Meeting Scholarships

Deadline: June 1, 2025

Eligibility: Open to any medical students, residents, and in-training fellows

- Scholarship includes 4 Nights Hotel, Meeting Registration, and a \$200 per diem at the annual meeting.
- Air Fare is not included and is the responsibility of the Scholarship Recipient
- The following annual meeting scholarships are available for additional demographics:
 1. AAST/American Women Society - Must be a Member of the Association of Women Surgeons
 2. International - Must be a international surgeon

20 Scholarships Available
Award Amount: \$1,000



SCAN HERE FOR MORE INFORMATION

Always Remember Fund Scholarships Deadline: June 1, 2025

Eligibility: Open to any uniformed uniformed medical students, residents, and surgeons

- Scholarship includes 4 Nights Hotel, Meeting Registration, and a \$200 per diem at the annual meeting.
- Air Fare is not included and is the responsibility of the Scholarship Recipient

3 Scholarships Available
Award Amount: \$1,000

AAST Research Scholarships Deadline: March 1, 2025

To solicit research applications from early-career investigators proposing basic science, translational, or clinical studies to advance trauma, surgical critical care, emergency general surgery care and health equity research*. AAST scholarships are intended to provide funding for early investigators to complete a research project, which will serve as the basis for future grant applications and to launch the applicants' academic careers.

Eligibility:

- You must hold a faculty appointment at the level of instructor or assistant professor.
- You must be within five (5) years of completing a Surgical Critical Care or an Acute Care Surgery fellowship.

4 Scholarships Available
Award Amount: \$50,000

VOLUNTEER FOR TO LEAD THE ACADEMIC SERIES

Deadline: NONE/ONGOING

Are you an AAST associate member interested in highlighting your work?
Can you engage an audience and deliver a stimulating lecture?

This is a great opportunity for visibility, faculty development, and dissemination of your contributions to the ACS field and the scientific community.

Next Webinars:

- Dr. Melike Harfouche
 - 9/25/2024 at 3 pm Eastern time
 - Acute Pancreatitis: (The Good), The Bad and the Ugly
- Dr. John Hwabejire
 - 12/5/2024, 12:00 Eastern time
 - Geriatric Emergency General Surgery: No Longer Business as Usual!

Scan Here to Volunteer & Zoom Links:



ASSOCIATE MEMBER ACTIVITIES

AAST/SCCPDS/EAST Navigating Surgical Critical Care Fellowship Successfully and Beyond Handbook



Past Associate Member Webinars



Past Turnover Time



AAST offers numerous volunteer and speaking opportunities for various career levels. Apply according to your status at the time of activity.

ASSOCIATE MEMBER WHAT'S APP GROUPS

General:



Clinical Questions:



Financial Thoughts:



Innovation:



Jobs Group:



Parenting:

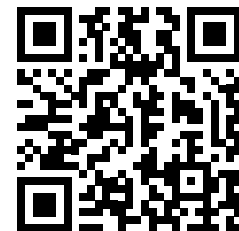


Research Group:

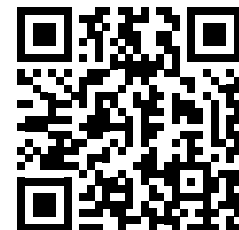


ARE YOU UP TO DATE WITH AAST?

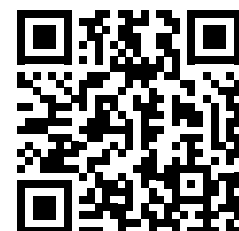
Update your profile information with AAST. This is how the AAST staff and membership will send mailings, e-mails, and contact you.



Update your information to the Associate Member Networking Directory



Volunteer for an AAST Committee



Download the AAST/
SCCPDS/EAST Navigating
Surgical Critical Care
Fellowship Successfully
and Beyond Handbook



Update Your
Associate Member
Status

Contact the
Associate Member
Council and AAST



**CHECK
OUT
THESE
ASSOCIATE
MEMBER
WEBSITE
PAGES:**



Join the Associate
Member What's app
Groups

ASSOCIATION • F
MEN

WHAT TO DO NEXT?

THERE ARE SO MANY WAYS TO GET INVOLVED IN AAST!
But what should I do next?

1. Update your profile information with AAST ([link](#)). This is how the AAST staff and membership will send mailings, e-mails, and contact you.
2. Add your information to the Associate Member Networking Directory ([link](#))
3. Volunteer for an AAST Associate Member Committee ([link](#))
4. Volunteer for an AAST Committee ([link](#))
5. We are live on WhatsApp! Contact us if you are interested in joining the following WhatsApp groups
 - RESEARCH GROUP: <https://chat.whatsapp.com/LQLklhVjlrLL3PzT9xT5iD>
 - JOBS GROUP: <https://chat.whatsapp.com/BiLoiDI5QIJ6YhOIMhTbz4>
 - CLINICAL QUESTIONS: <https://chat.whatsapp.com/DoVpECsZ9mPL2gNqL8a3wy>
 - GENERAL: <https://chat.whatsapp.com/CCatpytzRGzBYVAB3y2LrF>
 - INNOVATION: <https://chat.whatsapp.com/Bnhl6hW0R0oJDJPRy5n6wN>
 - PARENTING: <https://chat.whatsapp.com/F3bvHBwawfIDTaAGTTzNtF>
 - FINANCIAL THOUGHTS: <https://chat.whatsapp.com/CcaO9PSz0R0Bk0OrjVzxfX>

If you have any questions, e-mail aastam@aast.org

MEMBER VOLUNTEER
POLICIES & PROCEDURES



AAST ASSOCIATE MEMBERSHIP

GOVERNING POLICIES & PROCEDURES

Contents

Section I. Introduction and Purpose	1
Section II. Mission Statement	2
Section III. Associate Membership	2
Section IV. Associate Member Council	3
Section V. Election Process	8
Section VI. AAST AM Committees	10

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.

MEMBER VOLUNTEER
POLICIES & PROCEDURES

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:

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

- 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

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

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

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

- 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
- Determine associate membership eligibility and assist associate members with transition to AAST fellowship (along with Engagement Committee)

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/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

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

- 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
- Oversee the research development course at the annual meeting

Scholarship, Awards, 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
- Liaison 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

MEMBER VOLUNTEER POLICIES & PROCEDURES

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 Committee

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, Awards, and Development Committee Chair

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

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

- 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

MEMBER VOLUNTEER
POLICIES & PROCEDURES

Immediate Past Chair

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

Engagement Committee Chair

- Focus on recruitment, engagement, and retention with the overall purpose of enhancing and strengthening membership.
- 2-year term
- Open to all Associate Members during election year

Responsibilities

- Work closely with communications committee
- Oversee all aspects of member recruitment, retention, and engagement, including:
 - Review of associate member applications
 - Targeted advertising and marketing
 - Onboarding process for new members
 - Full member transition
 - Highlighting accomplishments of active members
 - Tracking membership and engagement
 - Hosting regular happy hours/virtual happy hours
 - Planning get-togethers/dinners
 - Engaging with medical students
 - Engaging with the membership committee of the AAST

Research Committee Chair

- Promote scholarly activity within the associate membership
- 2-year term
- Open to all Associate Members during election year

Responsibilities

- Work closely with Research and Education Councilor
- Overseeing implementation of annual research course
- Make changes to annual research course based on feedback from prior courses
- Overall “think-tank” forum and initiatives aimed at providing early career

MEMBER VOLUNTEER
POLICIES & PROCEDURES

investigators with scholarships, grant funding, and mentorship opportunities

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 (for example, obtains a new position on the council), 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
 - 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.

MEMBER VOLUNTEER POLICIES & PROCEDURES

- 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.

Associate members who have held a leadership position are eligible to run again for that same position provided that they will be an associate member during the entire term.

**MEMBER VOLUNTEER
POLICIES & PROCEDURES**

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

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
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 Committee Chair	2-year term	no voting; selected by associate member council
Scholarship, Awards, and Development Councilor	2-year term	Election on odd years
Scholarship, Awards, and Development Committee Chair	2-year term	no voting; selected by associate member council
Communications and Social Media Councilor	2-year term	Election on even years
Communications and Social Medical Committee Chair	2-year term	no voting; selected by associate member council
Associate Member Engagement Committee Chair	2-year term	no voting; selected by associate member council
Associate Member Research Committee Chair	2-year term	no voting; selected by associate member council

MEMBER VOLUNTEER
POLICIES & PROCEDURES

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 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 Committee

- Provide schedule for online education yearly

MEMBER VOLUNTEER POLICIES & PROCEDURES

- 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

Engagement Committee

- Recruitment
 - Enhance and strengthen associate membership
 - Complete review of associate member applications
 - Direct targeted advertising of membership to new trainees
 - Establish presence at other national meetings
 - Organize more regular marketing on the benefits of membership via social media
- Retention/Engagement
 - Ensure more streamlined onboarding process for new members
 - Maintain accuracy of membership directory
 - Track committee membership and engagement
 - Host the annual happy hour and quarterly virtual happy hours
 - Highlight accomplishments of existing members
 - Plan meeting get togethers/dinners
 - Streamline the process of applying to full fellowship
 - Engage with medical students
 - Engage with membership committee of the AAST

Research Committee

- Creating and implementing the annual research course
- Provide associate members with the opportunity to utilize a “think tank” forum where members can work with a network of mentors to refine research ideas
- Connect members with scholarship opportunity designed for early career investigators
- Provide early career investigators longitudinal mentorship opportunities to secure grant funding

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:

MEMBER VOLUNTEER
POLICIES & PROCEDURES

- 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