

## **CALL FOR INSTITUTIONAL REPS**

**We are seeking self-nominations for the position of AAS INSTITUTIONAL REPRESENTATIVE. We are looking for 1 representative from each academic Department of Surgery to serve as a liaison to the AAS. Please submit a 1 paragraph statement regarding your interest in the program and qualifications for the position, using the online IR application form at [www.aasurg.org](http://www.aasurg.org) . The program is described below:**

The Institutional Representative Program (IRP) will serve to develop and enhance positive, productive relationships with each of the AAS member institutions. In conjunction with the institutions themselves, the IRP will designate an active AAS member from each academic Department of Surgery to assist in the recruitment and engagement of members to the AAS while communicating the needs of the institution to the AAS in order to maximize the benefits of AAS membership.

### **RESPONSIBILITIES:**

- To communicate
  - Distribute official communications including membership information to all surgery faculty at the Assistant and Associate Professor level, residents and medical students at your institution
  - Send reminders re: abstract and meeting registration guidelines as they approach
  - Submit a yearly short report of activities and suggestions to the AAS

Note. As the official institutional representative, you should communicate effectively, promptly, and judiciously, balancing information sharing with respect for others' interests and time.

- Be involved
  - Regular attendance at Academic Surgical Congress
  - Engage in AAS with self-nomination to committees
  - The IR is encouraged to attend the informational/networking breakfasts at our annual conferences
- Be proactive
  - Encourage abstract submission
  - Encourage meeting participation for members of your department
  - Assist in securing institutional-level sponsorship for the ASC
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### **REQUIREMENTS FOR APPLICATION:**

- At the time of election the proposed Institutional Representative must be within their first 10 years of faculty appointment (be an AAS member in *active* status)

### **TERM:**

- The position will be a 3 year-term with an optional 2<sup>nd</sup> term at the discretion of the institution.
- The Institutional Representative will alert the Membership Committee when they transition out of Active AAS status so that a call for nominations can be arranged for the institution, and help with transition to the new IR.

Thank you for your interest in acting as an Institutional Representative (IR) for the AAS. We appreciate and value your contribution.