



Guidelines for Nominations to American College of Surgeons Young Fellows Association (YFA) Positions

Non-Governing Council (GC) YFA Liaison and Representative positions:

*Goes out to entire YFA membership

1. Selection Process:

- a. The YFA will send out an open call for applications to the YFA membership on June 1st with a coordinated communication strategy using Twitter, Facebook, ACS community, e-newsletter, ACS News scope
- b. The deadline for applications is July 3rd. Applications should include a one-page statement of interest and CV (no more than 5 pages total).
- c. Members of the Member Services staff and YFA Executive Committee will meet to review applications and submit recommendations to GC executive committee by July 30th.
- d. The YFA Executive Committee shall approve or revise appointments by August 10th.
- e. The suggested nominee and alternate (with completed personal statement and CV) will be sent to the relevant Standing Committees and Advisory Councils by August 15th to facilitate attendance at the Clinical Congress (as a guest if the committee/council desires to extend an invitation.) Responses to the appointments by the Advisory Councils and Standing Committees is anticipated by September 30th.

2. Five Committees/Councils (SurgeonsPAC, Program Committee, Board of Governor Chapter Activities Domestic Workgroup, Board of Governor Chapter Activities International Workgroup, Division of Research and Optimal Patient Outcomes) will be exempt from the above Selection Process. The Chair of the YFA will appoint a member of the YFA GC to the five listed committees/councils (as listed in the organizational chart).

3. The selected YFA liaisons/representatives are expected to serve a full three-year term.

4. Attendance by the appointed liaisons of at least 75% of Standing Committee meetings and Advisory Council meetings is expected.

5. YFA liaisons/representatives are to submit a report twice a year detailing their activities: one prior to the Leadership/Advocacy Meeting and the second report one month after the Clinical Congress.

YFA GC positions:

*Goes out to entire YFA membership

1. Selection Process:

- a. The YFA will send out a request for nominations by June 20th to YFA membership. The number of open positions will vary annually depending on the number of GC members who superannuate, resign, or complete their terms. The total number of GC positions is 15.
- b. At the completion of the first term, GC members who are eligible by age may have the opportunity to be reappointed to a second term if they have been active in their first term (eg, regular

attendance at meetings and completion of duties.) GC members who would like to be reappointed should indicate their interest by June 1st of the year of expected reappointment. Reappointment without a full application is at the discretion of the Chair.

- c. Deadline for completion of the application is by August 1st. The application should include a one-page personal statement of interest and executive curriculum vitae (CV) of no more than 5 pages.
- d. The GC nominations committee meets by August 15th to make selection (See YFA Bylaws.)
- e. The proposed slate of appointees is submitted to the Board of Regents by GC Chair at the Clinical Congress.

YFA Vice-Chair:

*Goes out to YFA-GC only

1. Selection Process:

- a. The YFA will solicit nominations from GC beginning June 15th and end July 3rd (self-nominations allowed.)
- b. The Nominating Committee of the YFA GC reviews proposed nominees and creates a slate of at least two candidates for the vice-chair position by July 15th. Nominees must meet the requirements outlined in the YFA Bylaws. Nominees are expected to complete a one-page statement of interest describing his/her vision for leading the YFA along with a short video.
- c. The YFA will submit a slate of nominees (at least two nominees) to ACS Director of Member Services by July 15th.
- d. The YFA will conduct an open YFA membership vote from August 15th to September 1st (publicized by Twitter, Facebook, community, e-newsletter, ACS News scope). The voting website will include a two-minute video as well as a one-page statement of interest and CV.
- e. The YFA will submit results of vote to Regents for approval at Clinical Congress.
- f. If there is only one candidate, the Nominating Committee of the GC will nominate an additional candidate.

*Goes out to YFA-GC only

YFA Workgroup Chairs

1. Selection Process

- a. The YFA will solicit nominations from YFA GC members beginning September 5th and ending September 15th. Nominees should have served at least two years on the workgroup of interest. Nominees should have at least two years of eligibility remaining in the YFA GC.
- b. Nominees are expected to complete a one-page statement of interest describing his/her vision for the workgroup.
- c. Nominations committee of the GC reviews proposed nominees and select the chair elect.
- d. Term begins starting at Clinical Congress.

2. Chairs of YFA GC workgroups may have one renewable, two-year term.

/Adopted May 2018