

ASA Resident Component Governing Council Handbook

Introduction:

The Governing Council Handbook was created in an effort to assist potential candidates in understanding the duties of each office as well as to smooth the annual transition of authority on the Governing Council. While this guide should serve as a great resource, final word on the Resident Component structure and governance is dictated by our bylaws and resolutions which can be found on the RC website (<http://www.asahq.org/asarc/bylaws.html>) In this handbook the responsibilities of each position, President, Delegate to the American Medical Association, Secretary, and “Residents’ Review” Co-Editors are detailed. Please note that the responsibilities of President-Elect and Alternate Delegate to the AMA are to learn the roles of their respective positions, to represent the Resident Component at the ASA House of Delegates with the other members of the Governing Council, and to assist with Resident Component projects as necessary. Most importantly, this is not a static document. As the roles of each position change and as the ASA asks more of the Governing Council members, the handbook will need annual revision.

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President:

Please note that consistent with our bylaws, the President may choose to delegate any or all of these responsibilities.

ASA Annual Meeting (October):

Resident Component:

1. Organize Resident Leadership/Grassroots Advocacy Workshop in coordination with the ASA Washington Office- Friday.
2. Resident Component House of Delegates- Saturday.
 - “Call for Candidates” to ASA Newsletter for publication in July issue (deadline: June 1).
 - Work with ASA staff to assemble delegate handbook.
 - Invite guest speakers.
 - Select recipient of Resident Component Award.
3. Insure that a number of events of interest to residents are organized at the annual meeting. In past years these have included a Practice Management Seminar, Regional Anesthesia Seminar, Resident Research Forum and a Communications Seminar.
4. Preside at the Governing Council Meeting- time to be announced by previous year’s president-elect.
5. “Annual Meeting Review” (by the previous year’s chair elect) - ASA Newsletter article for December issue (deadline: November 1), letter sent to delegates, and posted on website “President’s Page” in November.

ASA:

1. Staffing the ASA Communications Booth- as scheduled during exhibit hours.
2. ASA Committee meetings- as scheduled.
3. Caucus meetings- as scheduled.
4. ASA House of Delegates sessions- as scheduled. Note that the Governing Council serves as the five voting representatives of the Resident Component within the House of Delegates.

ASA Board of Directors (March and August):

1. Establish agenda and run meeting for Governing Council - Friday or Saturday.
2. Voting member of the Board of Directors as the Resident Component Director. President-elect serves as the Resident Component Alternate Director.
3. Caucus meetings.
4. Divide Governing Council to attend Review Committee meetings (Finance, Administrative Affairs, Legislative Review, and Scientific Affairs).
5. Annual report for August Board of Directors meeting (due in mid-July). Interim report for March meeting if necessary (due in early February).

AMSA Airway Workshop (March):

1. Joint venture with Committee on Residents and Medical Students (chair of committee traditionally attends).
2. ASA contact person is the Assistant Executive Director.
 - Reserve exhibit hall space.
 - Reserve ASA sign/booth.
 - Arrange for literature to be shipped to convention.

3. Accumulate airway workshop materials- mannequins, laryngoscopes, ETT's, LMA's, bougie's, etc.
4. Arrange local support for Airway Workshops (e.g. supply of mannequins). For example, in 2004, the AMSA Convention was held in Kansas City, MO. The airway mannequins and faculty participants were provided by the Anesthesiology Department at the University of Kansas Medical Center.

Additional Responsibilities:

1. Nominate committee members- due to ASA President-Elect in early January.
 - Submit Call for Committees to Newsletter for publication in ASA Newsletter November issue (deadline: October 1).
 - Traditional appointments:

President	Committee on Membership (concurrent with President term). Committee on Governmental Affairs- normal term. ASAPAC Board- one-year term.
President-Elect-	Committee on Residents and Medical Students (concurrent with President-Elect term).
Delegate to the AMA-	(slotted position on the ASA delegation to the AMA)
Secretary-	Committee on Communications - normal term.
“Residents’ Review” Co-Editors-	Committee on Newsletter
Committee on the Overseas Teaching Program-	Resident serving on this committee will also serve as a liaison with the Society for Pediatric Anesthesia. SPA maintains a database that contains information on international service opportunities. Contact person is Quentin Fisher, M.D.: fish5q@radix.net .
2. Assist editor with “Residents’ Review” Column (ASA Newsletter articles: Call for Candidates- July (deadline June 1); Call for Committees- November (deadline: October 1), Annual Meeting Review- December (deadline: November 1)).
3. Attendance at the Leadership Spokesperson Training Program (LSTP) [ASA-supported] and Legislative Conference [state component-supported] in Washington, D.C. (late April or early May)
4. Attendance at specific committee meetings.
5. **AS REQUESTED BY THE ASA.**

Alternate Resident Delegate to the American Medical Association:

ASA Annual Meeting (October):

Resident Component:

1. Attend resident events arranged by the Resident Component Governing Council.
2. Attend Governing Council meeting- time to be announced by previous year's president-elect.

ASA:

1. Staffing the ASA Communications Booth- as scheduled during exhibit hours.
2. ASA Committee meetings- as scheduled.
3. Caucus meetings- as scheduled.
4. ASA House of Delegates sessions- as scheduled. Note that the Governing Council serves as the five voting representatives of the Resident Component within the House of Delegates.

ASA Board of Directors Meetings (March and August):

1. Attend Resident Governing Council meeting- Friday or Saturday.
2. Attend Review Committee Meetings as assigned- Saturday.
3. ASA Board of Directors Meeting- Sunday.

Annual and Interim AMA Resident and Fellow Section (AMA-RFS) and AMA Meetings (June and November):

1. AMA-RFS Social Thursday Evening.
2. AMA-RFS House of Delegates Friday and Saturday- serve as voting member.
3. ASA Delegation to the AMA commitments:
 - Friday evening dinner meeting.
 - Saturday lunch meeting and HOD.
 - Sunday reference committees.
 - Monday lunch meeting and HOD.
 - Tuesday breakfast meeting and HOD.
 - Wednesday HOD.
4. AMA House of Delegates- serve as alternate delegate.
5. The Delegate is a voting member of the AMA RFS and Alternate Delegate to the ASA Delegation to the AMA.

Additional Responsibilities:

1. Attendance at the Leadership Spokesperson Training Program (LSTP) [ASA-supported] and Legislative Conference [state component-supported] in Washington, D.C. (late April or May)
2. Write one article per year for the ASA Newsletter "Residents' Review" column.
3. Attendance at specific committee meetings.

Secretary:

ASA Annual Meeting (October):

Resident Component:

1. Attend events arranged by the Resident Component Governing Council.
2. Resident Component House of Delegates- Saturday.
 - Preparation:
 - Contact responsible individuals regarding annual report deadlines. Collect annual reports from: resident representatives to ASA Committees, task forces, and Resident Component projects for House of Delegates Handbook.
 - E-mail delegates “Guidelines for Writing Resolutions.”
 - Update Resident Component “History of Resolutions.”
 - Meeting:
 - Set up credentialing desk and enlist volunteers to credential all Delegates.
 - Register ASAPAC applicants.
 - Responsible for minutes of the House of Delegates.
3. Attend Governing Council meeting and responsible for the minutes- time to be announced by previous year’s president-elect.

ASA:

1. Staffing the ASA Communications Booth- as scheduled during exhibit hours.
2. ASA Committee meetings- as scheduled.
3. Caucus meetings- as scheduled.
4. ASA House of Delegates sessions- as scheduled. Note that the Governing Council serves as the five voting representatives of the Resident Component within the House of Delegates.

ASA Board of Directors Meetings (March and August):

1. Attend Resident Governing Council meeting and responsible for minutes- Friday or Saturday.
2. Attend Review Committee Meetings as assigned- Saturday.
3. ASA Board of Directors Meeting- Sunday.

Additional Responsibilities:

1. Maintain communication with Resident Component delegates.
 - Maintain contact lists:
 - Governing Council.
 - Resident Component Delegates.
 - ASA Committee resident members.
 - Resident Component list serve (in conjunction with website director).
 - Publish annual Resident Component calendar of events. Send updates as events approach.
2. Revise “Governing Council Handbook” annually.
3. Write one article per year for the ASA Newsletter “Residents’ Review” column.
4. Attendance at specific committee meetings.

“Residents’ Review” Co-editors

ASA Newsletter:

1. Identify monthly topics and authors for “Residents’ Review” section of the ASA Newsletter.
2. Select submitted articles for publication in the “Residents’ Review” section.
3. Edit articles submitted prior to publication and coordinate the submission of the manuscripts, photos, author information, tables, figures and charts, as necessary, with the Editorial Staff at ASA Headquarters.
4. Serve as an Associate Editor for the ASA Newsletter.
5. Attend ASA Committee on Newsletter meetings (held during ASA Annual Meeting).

Additional Responsibilities:

1. Attend the ASA Annual Meeting Resident Component activities and the Resident Component Governing Council meetings
2. ASA House of Delegates sessions- as scheduled. Note that the “Residents’ Review” Co-editors serve as the Resident Component alternate delegates to the ASA House of Delegates.
3. Assist the Governing Council in editing material that it submits in writing to various sources.