****

**AAO-HNS Section for Residents and Fellows-in-Training (SRF)**

**Candidate Application Form**

Submission Deadline: **Monday, August 8, 2016**

**Elected offices (select only one):**

# Time commitment is a one-year term (10/1/16 to 09/30/17).

There is a *maximum* of two terms in all positions with the exception of Chair, which is limited to one term.

# Chair *(must have served on SRF GC to run)* Vice-Chair *(must have served on SRF GC to run)*

# Member-at-Large

Information Officer

BOG Positions:

BOG Governor

BOG Socioeconomic & Grassroots Representative

BOG Legislative Affairs Representative

*In the event that no one meets criteria above for Chair and Vice Chair, anyone regardless of previous GC involvement will be allowed to run.*

*Please print clearly. \*Asterisks indicate required fields.*

|  |
| --- |
| **\*Candidate Full Name:** |
| **\*Position Applying for:** |
| **\*Training Program:** |
| **\*Residency/Fellowship Graduate Year:** |
| **\*Year of Training as of 10/1/16:** |
| **\*Email:** |
| **Cell Phone:** |
| **Fax:** |
| **Work Address:** |
| **Home Address:** |
| **\*List previous involvement within the Academy:** |
| \***Other administrative experience:** |
| **\*Personal statement limited to one paragraph highlighting contributions and skills pertinent to the position for which you are applying.** |

****

**Candidate Position Duties**

**The Governing Council:** Made up of eight individuals (seven elected at the AAO-HNSF Annual Meeting plus the Immediate Past Chair). All **must** attend the SRF General Assembly Meeting Tuesday September 20 from 7:30-9:30am and the Governing Council meeting Tuesday September 20 from 9:45-11:45am during the AAO-HNSF Annual Meeting & OTO EXPOSM, the Governing Council meeting at the AAO-HNS/F Leadership Forum & BOG Spring Meeting and all conference calls (scheduled quarterly in the evening).  
  
**Chair** (one-year term)

Presides over all meetings of the Section (in the fall and spring), attends as a guest all Board of Directors (BOD) meetings of the Academy, and coordinates conference calls throughout the year. *Only a person who has served at least one term on the SRF Governing Council can run for the position of Chair.*  
  
**Vice Chair** (one-year term)

Assists the Chair in running of the Section and assumes any duties that the Chair is not able to perform. Also compiles the annual SRF survey. *Only a person who has served at least one term on the SRF Governing Council can run for the position of Vice Chair.*

**Member-at-Large** (one-year term)

Coordinates the SRF scientific program submissions to the AAO-HNSF Annual Meeting & OTO EXPOSM and assists the chair in planning the SRF General Assembly for the Annual Meeting.

**Information Officer** (one-year term)

Similar to the Secretary position in other organizations. Facilitates communication within the Section by maintaining an active list of all members and helping to maintaining electronic communication tools (e.g., eNews, emails to SRF resident reps and committee representatives). The Information Officer will distribute a monthly email to the resident representatives with SRF and Academy updates.

**Board of Governors (BOG) Governor** (one-year term)

Represents and is a voting member of the Academy's Board of Governors. Attends BOG meetings during the AAO-HNSF Annual Meeting and the AAO-HNS/F Leadership Forum, and serves as a liaison between the BOG and the SRF. The SRF BOG Governor is a voting member of the BOG Governance and Society Engagement committee and required to attend these meetings (usually the Saturday prior to the start of the annual meeting and at the spring leadership forum).  
  
**Board of Governors (BOG) Legislative Affairs Representative** (one-year term)

Attends BOG meetings during the AAO-HNSF Annual Meeting and the AAO-HNS/F Leadership Forum, and updates the Governing Council and SRF membership on BOG legislative actions via written reports. This person is also a voting member of the BOG Legislative Affairs committee and required to attend these meetings (usually the Saturday prior to the start of the annual meeting and at the spring leadership forum).  
  
**Board of Governors (BOG) Socioeconomic & Grassroots Representative (SEGR)** (one-year term)

Attends BOG meetings during the AAO-HNSF Annual Meeting and the AAO-HNS/F Leadership Forum, and engages residents and fellows-in-training with their state/local BOG societies and encourage BOG societies to reach out to residents and fellows-in-training in their communities. The BOG SEGR will promote SRF participation in the local outreach and advocacy campaigns of the AAO-HNSF. This person is also a voting member of the BOG Socioeconomic and Grassroots committee and required to attend these meetings (usually the Saturday prior to the start of the annual meeting and at the spring leadership forum).  
  
*Submit completed form and photograph by* ***Monday, August 8, 2016*** *via email to* [*SRF@entnet.org*](mailto:SRF@entnet.org)*. Electronic photographs must be in a JPEG (.JPG) or TIFF (.TIF) format with a* ***minimum of 300 DPI****. All candidate**photographs and personal statements will be published with the candidate roster posted in the SRF community on ENTConnect****.***