



AMERICAN OSTEOPATHIC ASSOCIATION

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2012 Osteopathic Medical Student and Postdoctoral Trainee Application and Nomination Process to Serve on the AOA's Bureaus, Councils and Committees

Thank you for your interest in serving the osteopathic medical profession! Serving as the student or resident representative to one of the many bureaus, councils and committees is not only a way for you to develop leadership and professional development skills, but allows you the opportunity to collaborate with the experts and leaders of the osteopathic profession. More information is available in the FAQ on Page 16.

How to Apply

Read the descriptions of the bureaus, councils and committees (B/C/Cs) and select up to three to apply to.

Submit a letter of intent (addressed to either the Student Nominations Committee or the Intern and Resident Nominations Committee) and your current CV via email to sira@osteopathic.org. The letter and CV should be attached to the email, not in the body of the email.

If you are currently a fourth-year student, please apply to the Intern and Resident Nominations Committee. If you will still be a resident or fellow in July 2012, you may apply to serve as a resident representative.

Your letter should indicate what B/C/Cs you are most interested in (up to three), what experience or skills you may bring to the position, and why you are applying to serve. Please indicate in your email what the best email address is to use to reach you. This email address will be used to communicate with you when the nominations are announced in July 2012, so please make sure that it is an email account that you check on a regular basis.

The deadline to apply is February 24, 2012. Appointments will be made in July 2012 and all applicants will be notified by July 31, 2012, as to whether they were appointed or not.

Read more about each bureau, council and committee (B/C/C)! They are divided by department and list what the goals of each B/C/C are, as well as the typical time commitment. Some B/C/Cs are highly competitive to be nominated to serve on, and others may be less popular and receive few applications. All B/C/Cs are important to the work that the AOA does on behalf of the osteopathic family.

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AOA Bureau, Council and Committee Descriptions for Student and Postdoctoral Trainee Applicants

Department of Educational Affairs

Bureau of Osteopathic Education

Student representative positions: Not open to students

Postdoctoral trainee positions: 1

The AOA Bureau of Osteopathic Education (BOE) reviews the actions and policies of the Council on Continuing Medical Education (CCME) and the Council on Osteopathic Postdoctoral Training (COPT) and its subordinated committees – the Committee on Osteopathic Postdoctoral Training Institutions (COPTI) and the Program and Trainee Review Committee (PTRC). Proposed new or revised policies of each of these councils are reviewed by the BOE before recommending approval to the AOA Board of Trustees. The BOE has final authority on all accreditation matters pertaining to Osteopathic Postdoctoral Training Institutions (OPTI). The BOE receives advisory reports from the following four councils: Osteopathic Medical Educators Council (OMEC), Council on Hospitals (COH), Council on Osteopathic Specialty Societies (COSS) and Council on International Osteopathic Medical Education Affairs (CIOMEA).

The BOE meets in-person in Chicago each May and December.

Council on Osteopathic Postdoctoral Training

Student representative positions: Not open to students

Postdoctoral trainee positions: 1

The Council on Postdoctoral Training (COPT) recommends policies for osteopathic graduate medical education programs to the Bureau of Osteopathic Education for deliberation and recommendation to the AOA Board of Trustees for final action. The COPT receives informational reports from its subordinated committees: the Program and Trainee Review Council (PTRC) and the Council on Osteopathic Postdoctoral Training Institutions (COPTI). The COPT receives reports from the educational evaluating committees of the osteopathic specialty colleges regarding their activities in standards development, outcomes of training programs, and on-site evaluation programs.

The COPT has three face-to-face weekend meetings and approximately two teleconferences per year.

Council on Osteopathic Postdoctoral Training Institutions

Student representative positions: 1

Postdoctoral trainee positions: 1

The Council on Osteopathic Postdoctoral Training Institutions (COPTI) is a subordinated committee of the Council on Postdoctoral Training and is the final review body for OPTI accreditation. In addition, the COPTI reviews the effectiveness and functionality of OPTI as a mechanism to deliver osteopathic graduate medical education. This includes recommendations for OPTI accreditation standards, policies and procedures and any administrative guidelines.

COPTI meets in-person twice each year and has one teleconference.

Council on Continuing Medical Education

Student representative positions: 1

Postdoctoral trainee positions: 1

The Council on Continuing Medical Education (CCME) is responsible for accrediting AOA Category I CME Sponsors and recommending policy positions on the AOA's CME program. The CCME directs the continuing medical education program, coordinates the activities for continuing educational programs, recommends CME policy to the Bureau of Osteopathic Education, establishes guidelines for the evaluation of CME programs, and approves Category 1 CME Sponsors.

The CCME holds three face-to-face meetings per year and conducts one CME Sponsors Conference per year. Teleconferences are held occasionally if needed.

Committee on Professional Publications

Student representative positions: 1

Postdoctoral trainee positions: 1

The Committee on Professional Publications oversees the strategy of the Division of Publications, specifically focusing on the content, design, and functionality of the AOA publications: the online and print versions of *JAOA—The Journal of the American Osteopathic Association*; the online-only magazine, *The DO*; and the single-topic publications.

The committee meets via teleconference each fall and in person each spring in Chicago.

Standards Review Coalition

Student representative positions: 1

Postdoctoral trainee positions: 1

The Standards Review Coalition is a body comprised of representatives from the AOA, the American Association of Colleges of Osteopathic Medicine, and the Association of Osteopathic Directors and Medical Educators. The Coalition annually reviews and

recommends changes to the Commission on Osteopathic College Accreditation's standards for college accreditation.

The Standards Review Coalition meets once per year via teleconference.

Bureau of OGME Development

Student representative positions: Not open to students

Postdoctoral trainee positions: 1

The purpose of the Bureau is to provide advice and counsel to the AOA on the OGME Development Initiative; generate additional interest and support for the Initiative; assist in recruiting members for the Initiative's corps of consultants, who counsel and meet with prospective teaching hospitals that have requested AOA assistance; facilitate and the development and collection of useful materials for the consultants to use with potential OGME hospitals; identify potential problem areas or unanticipated needs; and assist the AOA in publicizing the Initiative throughout the profession.

The Bureau of OGME Development holds one or two face-to face meetings and three or four teleconferences per year.

Department of Professional Affairs

Bureau of Membership

Student representative positions: 1

Postdoctoral trainee positions: 1

Membership drives the work of the AOA; the Bureau of Membership (BOM) makes recommendations to the Board of Trustees on policies affecting membership development, including recruitment and retention. The BOM evaluates trend research to make policy recommendations, reviews exceptions to policy, reviews proposals for programs that provide tangible member benefits and encourages the membership focus of the AOA.

The Bureau of Membership has two in-person meetings per year (fall and spring) and teleconferences as needed.

Council on Insurance

Student representative positions: 1

Postdoctoral trainee positions: 1

The Insurance Sub-Committee provides oversight in the development of insurance products to meet the personal and practice needs of osteopathic physicians. The program has grown in both the range of coverage offered and the number of members served.

The Council on Insurance has one in-person meeting prior to the AOA House of Delegates each July (attendees are not reimbursed for travel; a teleconference option for the meeting is available).

Council of Interns and Residents

Student representative positions: 1

Postdoctoral trainee positions: 8

The Council of Interns and Residents (CIR) serves as the representative body and advocate for all DOs who are training as interns, residents and fellows in AOA, ACGME and military postdoctoral training programs. The CIR represents the views and interests of postdoctoral trainees to the AOA Bureau of Membership and Board of Trustees. The CIR helps develop AOA initiatives to enhance the quality of pre-doctoral, postdoctoral, and continuing osteopathic medical education, and helps postdoctoral trainees network and find leadership opportunities. Postdoctoral trainees who are not appointed to serve on an AOA bureau, council or committee may be interested in serving as a CIR Ambassador; some tasks as an Ambassador include reaching out to osteopathic medical students or helping to form intern/resident committees at a program, state or specialty society.

For fourth-year osteopathic medical students and postdoctoral trainees: when applying to serve on the CIR, please note which position(s) you are interested in:

Chair (*must have previously served on the CIR*)

Vice Chair (*responsibilities include coordinating the CIR Leadership Summit at OMED*)

Member-At-Large (*responsibilities include coordinating the CIR Ambassador program*)

Region I Trustee (*responsibilities include outreach to postdoctoral trainees in the Northeastern states*)

Region II Trustee (*responsibilities include outreach to postdoctoral trainees in the Midwestern states*)

Region III Trustee (*responsibilities include outreach to postdoctoral trainees in the Southern states*)

Region IV Trustee (*responsibilities include outreach to postdoctoral trainees in the Western states*)

Affiliate Liaison (*responsibilities include coordinating activities with other osteopathic organizations*)

The CIR typically meets in-person once per year in Chicago, and hosts a one-day Leadership Summit during OMED. There are usually teleconferences held every-other month.

Council of Student Affairs

Student representative positions: 6

Postdoctoral trainee positions: 1

The Council of Student Affairs (CSA) is the representative body and advocate for all

osteopathic medical students and helps guide the AOA's initiatives for osteopathic medical students. The CSA produces communications to students at all of the Colleges of Osteopathic Medicine, connects students with AOA leaders, and serves as a resource for materials and information as students progress through their osteopathic medical educations.

For osteopathic medical students: when applying to serve on the CSA, please note which position(s) you are interested in:

Chair (*Reserved for the Student Representative to the AOA Board of Trustees, who is a representative of either SOMA or COSGP, alternating by year*)

Vice Chair (*Reserved for a representative of either SOMA or COSGP, alternating by year*)

SOMA or COSGP Representative (*Reserved for a representative of either SOMA or COSGP, alternating by year*)

Region I Student Representative (*responsibilities include outreach to students at COMs in the Northeastern states*)

Region II Student Representative (*responsibilities include outreach to students at COMs in the Midwestern states*)

Region III Student Representative (*responsibilities include outreach to students at COMs in the Southern states*)

Region IV Student Representative (*responsibilities include outreach to students at COMs in the Western states*)

The CSA typically meets once in-person in the fall in Chicago, and meets via teleconference every-other month.

Council of New Physicians in Practice

Student representative positions: 1

Postdoctoral trainee positions: 1

The AOA defines a new physician in practice as a DO who graduated less than ten years ago from osteopathic medical school and has graduated from residency. The Council of New Physicians in Practice (CNPP) addresses the issues that are unique to new physicians in practice, especially in providing practice management resources and helping AOA members navigate such issues such as practice privileges, licensure, CME, accreditation, coding and reimbursement, practice location and placement. The CNPP represents the views and interests of new physicians to the AOA Bureau of Membership and Board of Trustees. The CNPP also helps develop AOA initiatives to enhance the quality of pre-doctoral, postdoctoral, and continuing osteopathic medical education, and helps new physicians network and find leadership opportunities.

The CNPP meets once in-person each year in Chicago, and meets via teleconference every-other month. The CNPP hosts a Practice Management Workshop each year during OMED, but attendees are not reimbursed for travel).

Bureau of Osteopathic History and Identity

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau of Osteopathic History and Identity encourages career-long loyalty to the profession by promoting osteopathic medicine's history. The Bureau conducts a history essay competition each year for osteopathic medical students, interns, residents and fellows. It oversees the AOA's Great Pioneers in Osteopathic Medicine, which identifies and honors DOs and others who have led the profession into new territory. In addition, the bureau developed a set of 20 core principles for teaching the profession's history, as well as PowerPoint presentations and a list of literature references that complement the 20 core principles. The bureau also addresses issues related to the profession's identity beyond those tied to the profession's history.

The bureau meets in-person once a year, usually during OMED, and via teleconference when deemed necessary.

Department of Research, Quality and Public Health

Bureau of Osteopathic Clinical Education and Research

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau of Osteopathic Clinical Education and Research (BOCER) oversees the Council on Research activities, the activities of the Public Health committees, and the quality improvement activities including the Clinical Assessment Program. To represent osteopathic physicians' perspectives on quality measurement and data collection, the BOCER is a member of the National Quality Forum, which improves American healthcare through endorsement of consensus-based national standards for measurement and public reporting of healthcare performance data that provide meaningful information about whether care is safe, timely, beneficial, patient-centered, equitable and efficient. The BOCER is also a member of the American Medical Association's Physician's Consortium for Performance Improvement.

The BOCER currently meets in-person once per year (this may be expanded to twice per year) and meets via teleconference once per year.

Council on Research

Student representative positions: 1

Postdoctoral trainee positions: 1

The Council of Research (COR) works to provide research leadership, advocacy for research training, and political advocacy for osteopathic research. It reviews grants and fellowships when funding is available, directs the program chairs of the research conference, and reviews award nominations. The BOCER is the parent body of the COR. The COR accepts and evaluates all applications for funding for the research grants, fellowship and awards programs, and provides evaluation and oversight for those programs. It maintains the Research Handbook, which is the basic standard for those programs. The annual Research Conference is sponsored and directed by the COR.

The Council has one in-person meeting in Chicago per year, usually in the fall, and meets via teleconference two or three times per year.

Bureau on Scientific Affairs and Public Health

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau on Scientific Affairs and Public Health advises on scientific aspects of osteopathic medicine and biomedical research that warrant public attention, assists in the preparation of policy positions on scientific issues, advises on policy positions on aspects of government support, and considers and evaluates the benefits that might be derived from joint development of domestic and international programs on scientific affairs.

The Bureau has one in-person meeting in Chicago per year, usually in the fall, and meets via teleconference two or three times per year.

Council on Palliative Care Issues

Student representative positions: 1

Postdoctoral trainee positions: 1

The charge of the Council on Palliative Care Issues (CPCI) is to develop policy guidelines for pain management issues; provide general end-of-life care educational opportunities at the pre-doctoral, post-doctoral and continuing medical education levels, including EPEC (Education of Physicians in End of Life Care); and promoting organ donation awareness and education.

The Council has one in-person meeting in Chicago per year, usually in the fall, and meets via teleconference two or three times per year.

Council on Minority Health Issues

Student representative positions: 1

Postdoctoral trainee positions: 1

The mission of the Council on Minority Health Issues is to address three aspects of minority health: 1) Recruitment of underrepresented minorities into Colleges of Osteopathic Medicine; 2) Promotion of the “cultural competence” of all osteopathic physicians; and 3) Elimination of minority-related disparities in health care.

The Council has one in-person meeting in Chicago per year, usually in the fall, and meets via teleconference two or three times per year.

Council on Women's Health Issues

Student representative positions: 1

Postdoctoral trainee positions: 1

The Council on Women’s Health Issues provides leadership and focus for the profession in educating practicing physicians, future physicians, and the general public concerning gender-based issues in women’s health, including preventive healthcare and healthcare management. The WHAC promotes legislative, regulatory, and research efforts targeting women’s health. It is currently focusing on: partnering and professional alliances and research; professional development and medical education; and community and patient education and clinical care.

The Council has one in-person meeting in Chicago per year, usually in the fall, and meets via teleconference two or three times per year.

Department of Business Affairs

Bureau of Healthcare Facilities Accreditation

Student representative positions: Not open to students

Postdoctoral trainee positions: 1

The Bureau of Healthcare Facilities Accreditation Program (BHFAP), and its Appeal Committee, oversees the Healthcare Facilities Accreditation Program (HFAP) of the AOA for all healthcare facilities seeking accreditation. The BHFAP reports on the conduct of this program to the AOA Board of Trustees. The BHFAP is a representative body created to assure the general public, the osteopathic profession and the AOA Board of Trustees that BHFAP-accredited institutions are operating within approved standards, rules and regulations and providing patient care satisfactory to the public interest.

The BHFAP typically meets in-person three times each year in Chicago.

Committee on AOA Governance and Organizational Structure

Student representative positions: 1

Postdoctoral trainee positions: 1

The Committee on AOA Governance and Organizational Structure is responsible for the internal structure and governance of the AOA, which includes review of bureau, council and committee composition, development of any new Task Forces, Ad Hoc Committees and/or committees. The Committee also reviews documents and policies that impact the governance of the AOA, such as managing conflicts of interest and implementing policies in response to governmental or regulatory requirements applicable to associations and nonprofit organizations.

The Committee meets on an as-needed basis (typically two times per year), usually by teleconference.

Constitution and Bylaws Subcommittee

Student representative positions: 1

Postdoctoral trainee positions: 1

The Constitution and Bylaws Subcommittee is responsible for reviewing the wording of all proposed amendments to the Constitution, Bylaws and Code of Ethics of the AOA. The constitution and bylaws subcommittee reports to the Committee on AOA Governance & Organizational Structure.

The Constitution and Bylaws Subcommittee meets at least once per year, but may meet more often if needed.

Strategic Planning Committee

Student representative positions: 1

Postdoctoral trainee positions: 1

The Strategic Planning Committee is responsible for the development of a three-year strategic plan to be approved by the AOA Board of Trustees and House of Delegates. The Committee is also responsible for an annual report on environmental issues confronting osteopathic medicine and interacts with the Finance Committee and AOA Administration on strategic budgeting.

The Committee meets in-person in Chicago for a weekend in the fall and has about five teleconferences. The work load for this committee will be moderately heavy in 2012-2013, due to the creation of new three-year strategic plan, strategic budgeting, and environmental analysis activities.

Information Technical Advisory Bureau

Student representative positions: 1

Postdoctoral trainee positions: 1

The Information Technical Advisory Bureau is charged to work with a variety of osteopathic-related associations, specialty colleges, medical colleges and other organizations in order to develop a vision for future integration of systems and databases throughout the osteopathic family.

The ITAB typically meets via video conferencing four times per year.

Department of Governmental Affairs

Bureau of State Government Affairs

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau of State Government Affairs is the representative body created to assure the AOA Board of Trustees and the osteopathic family that the tenets of the profession are protected and advanced in all 50 states, plus the District of Columbia. In addition, the Bureau provides detailed information to state osteopathic associations and specialty colleges on issues affecting the profession. The Bureau also has the obligation to deliberate and recommend new policy and policy revisions on state issues for consideration by the AOA Board of Trustees and the AOA House of Delegates.

The Bureau of State Government Affairs meets twice in-person every year (typically at OMED in the fall and prior to the AOA House of Delegates in July) and has two or three teleconferences.

Bureau on Federal Health Programs

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau on Federal Health Programs provides direction on the Federal legislative and regulatory activities of the AOA Department of Government Relations. The Bureau: 1) studies and evaluates Federal health and education issues of interest to osteopathic physicians and those they serve; 2) ensures that the policies of the AOA and the directives of the Board or Trustees are followed and promoted; 3) provides timely information on Federal legislative and regulatory issues to the osteopathic medical community; 4) promotes the active involvement of members of the osteopathic medical community in grassroots activities that promote the interests of the community, and 5) provides a forum for the recognition of the Osteopathic Heritage Health Policy Fellowship program and the Training in Policies Studies program. The student member must write a brief report following each

meeting. Also, the student Bureau member will speak for 2-3 minutes at the beginning of the meetings about issues affecting students.

The Bureau on Federal Health Programs meets three times a year (September, January, and March or April); the spring meeting follows DO Day. The meetings are a full day on Friday and 2 hours on Saturday morning.

Bureau of Socioeconomic Affairs

Student representative positions: 1

Postdoctoral trainee positions: 1

The purpose of the Bureau of Socioeconomic Affairs is to provide advice on physician socioeconomic issues to the Division of Socioeconomic Affairs and other AOA entities for use in the development and review of policies concerning “the business of medicine.” Another purpose of the Bureau is to develop practice management educational programs for member physicians to use in running their practices. The Bureau has formed an Educational Sub-Committee, which works with ACOFP and other specialty colleges on developing and presenting practice management CME programs during OMED.

The BSA meets once in-person annually and via teleconference quarterly.

Bureau on International Osteopathic Medical Education and Affairs

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau on International Osteopathic Medical Education and Affairs is the representative body created to provide organizational leadership that unifies osteopathic medical education and practice throughout the world, as well as advancing the recognition of the American model of osteopathic medicine internationally. The Bureau also has the obligation to deliberate and recommend new policy and policy revisions for consideration of adoption by the AOA Board of Trustees and the AOA House of Delegates.

The Bureau meets in-person twice a year, once in the spring and once during OMED. BIOMEA also hosts the annual International Seminar and Poster Session, a full-day conference on international osteopathic medicine, during OMED.

Bureau of Communications

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau of Communications’ goal is to help guide the Department of Communications’ internal and external communication programs as well as the content and design of the AOA Web site.

Goals:

- Continue to reach out to public and osteopathic family through existing and new social media;
- Evaluate media placements each quarter and adjust media strategy accordingly;
- Review and approve public education support requests that align with AOA policy positions;
- Develop ideas for newsworthy resolutions to help promote DOs and osteopathic medicine;
- Provide input/serve as reviewers for AOA's Web site; and
- Assist in planning for National Osteopathic Medicine Week and the AOA's Media Award.

The Bureau has one in-person meeting and one teleconference each year.

Department of Affiliate Relations

Bureau of Osteopathic Medical Educators

Student representative positions: 1

Postdoctoral trainee positions: 1

The mission of BOME is to provide the AOA with recommendations and assistance on assessments and outcomes analyses throughout the continuum of osteopathic medical education. Its vision is advocating for quality enhancements throughout the continuum of osteopathic medical education. Its purpose is to serve as a policy advisor to the AOA on issues affecting osteopathic medical education.

The BOME has one face-to-face meeting and three or four teleconferences per year.

Committee on Basic Documents and Operations of Affiliated Organizations

Student representative positions: 1

Postdoctoral trainee positions: 1

The Committee on Basic Documents and Operations of Affiliated Organizations is responsible for oversight of the AOA's various state and specialty affiliate organizations. This includes the review of the bylaws of all state, specialty and non-practice affiliates to ensure that they comply with their AOA charters, as well as assisting affiliated organizations with resolving operational questions and disputes between affiliated organizations.

The Committee meets approximately 3 times per year by telephone and 3 times per year in-person, immediately preceding meetings of the Board of Trustees.

Bureau of State Affiliate Concerns

Student representative positions: 1

Postdoctoral trainee positions: 1

The Bureau of State Affiliate Concerns (formerly the Bureau of Emerging States' Concerns, but redesigned to address needs of all state affiliates) focuses on ensuring that state affiliates have the resources needed to become and/or maintain healthy and viable member-centered associations. The BSAC provides an annual forum for state affiliates to discuss issues, develop and review relevant policy, recommend new or enhanced services, and enhance state-to-state, as well as state-and-AOA, relationships.

The BSAC meets each July at the AOA House of Delegates in Chicago, with conference calls when deemed necessary (typically once per year).

Bureau of Osteopathic Specialty Societies

Student representative positions: Not open to students

Postdoctoral trainee positions: 1

The Bureau of Osteopathic Specialty Societies (BOSS) provides the AOA's specialty affiliates with a direct link and structured opportunity to participate in the AOA's policy development process. It also provides the affiliates a forum to exchange information. The BOSS is designed for the specialty affiliates to advise the AOA on pertinent issues; to gather and disseminate relevant information; to review and provide input into AOA House of Delegates resolutions; and to educate and mentor specialty affiliates.

BOSS meets twice annually in Chicago, usually in January and June.

FREQUENTLY ASKED QUESTIONS

If you are selected to serve on an AOA bureau, council or committee, you will receive an email from the AOA that lets you know about your appointment, as well as an orientation manual and other materials related to your position. The following serves as an additional basic reference. If you have more questions, please contact the Division of Student, Intern, Resident & Member Affairs at (800) 621-1773 ext. 8147.

What is the process/timeline for being appointed to a bureau, council or committee?

1. Students and postdocs submit a letter of intent and their CV to either the Student Nomination Committee or the Intern/Resident Nomination Committee by February 24, 2012.
2. Each committee reviews all application materials and formulates their recommendations for a representative and an alternate representative for each position in March 2012. These recommendations are sent to AOA President-Elect Ray E. Stowers, DO, for his review.
3. Dr Stowers will be inaugurated as the 2012-2013 AOA President in July 2012. The list of his appointments will be presented at that time. It will be posted to Osteopathic.org by the end of July 2012.
4. All students and postdocs who applied to serve on the AOA's bureaus, councils and committees will receive emails will receive an email at the end of July 2012 that specifies whether they were appointed or not.
5. Students and postdocs who were appointed to a bureau, council or committee will receive additional information from the secretary of their bureau, council or committee.

Why should I serve on a bureau, council or committee?

Serving on a bureau, council or committee is a great way to hone your leadership skills!

As a future leader, your dedication to the osteopathic medical profession will ensure its longevity and that it retains its unique approach to healthcare. As for now, being part of a bureau, council or committee allows you to network with the experts and leaders of the profession, work on important policy and programs, and represent the viewpoints of osteopathic medical students and postdoctoral trainees.

How long is my term?

Student and postdoc representatives who are appointed each serve a one-year term.

How often does each B/C/C meet?

Some of the bureaus, councils and committees only meet once a year via teleconference, while others meet via teleconference every-other month and more than once in person. Each of the B/C/C's typical yearly commitments are listed with their descriptions (please see above). The Chair of your B/C/C will issue a call to meeting at least two weeks before each meeting so that you are sure to be able to manage your schedule. You are expected to attend each meeting, or to communicate with the chair or the secretary about why you will be unable to attend.

How much time is dedicated to work outside of attending regular meetings?

Whether it is a few hours a year or a week, your time spent depends upon what kind of projects you'd like to be involved in and your role within the committee. The AOA values your time as a volunteer and we hope that you find time that you spend participating in your B/C/C as valuable to your personal and professional development. The AOA relies on the participation of its members to help problem-solve and improve the

osteopathic profession, and the services that the AOA provides osteopathic medical students and postdoctoral trainees are helped shaped by B/C/C members.

Is there any compensation for being on a bureau, council or committee?

Serving on a B/C/C is voluntary, but expenses are reimbursed, and honorariums of \$100 a day for most in-person meetings are provided to thank participants for their time. More information will be provided by your B/C/C secretary after you are appointed. The AOA does not reimburse expenses for attendees at the House of Delegates or the annual OMED convention unless your B/C/C is meeting in-person and your secretary confirms that the meeting will be reimbursed.

What is expected of me as a student or resident representative?

Members are expected to actively participate in all scheduled meetings, attend and promote any events that are related to the B/C/C's purpose, and most importantly to act as an ambassador for the AOA. If a member of a B/C/C has unexcused absences at half or more of all scheduled meetings, the President will appoint a replacement to complete the term.

Student and resident representatives are also required to complete a meeting report within one week of the meeting in order to receive reimbursement. This report form will be provided with other orientation materials after your appointment.

Who serves on the nominations committees?

Members of the Student Nominations Committee are student leaders from the Student Osteopathic Medical Association and the Council of Osteopathic Student Government Presidents. The chair of the Student Nominations Committee for 2012 is Mansoor Jatoi, OMS IV from MWU/AZCOM, who is the 2011-2012 Student Representative to the AOA Board of Trustees.

Members of the Intern and Resident Nominations Committee are DO postdoctoral trainees from a wide variety of AOA and ACGME training programs and members of the AOA Council of Interns and Residents. The chair of the Intern and Resident Nominations Committee for 2012 is Jennifer Kendall, DO, a PM&R resident who is the 2011-2012 Resident Representative to the AOA Board of Trustees.

What if I am appointed to a B/C/C that I am not interested in serving on?

The nominations committees review every application carefully and place their nominees where they best see fit. The AOA president-elect reviews the nominations and either approves them or appoints another qualified candidate. Sometimes nominees are chosen for a bureau, council or committee that they did not indicate as one of their selections. In this case, if you would like to decline the appointment you may, but many students and residents who serve on the B/C/Cs find that being appointed to any position is an honor, and use the opportunity to work with AOA leaders, network with experts in the field, and gain important professional development experience.

Additional questions? Please contact the AOA Division of Student, Intern & Resident Affairs at sira@osteopathic.org.

If you have specific questions regarding a B/C/C, please contact the respective secretary below.

Department of Educational Affairs

Bureau of Osteopathic Education
Diane Burkhart, PhD
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Council on Osteopathic Postdoctoral Training
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Council on Osteopathic Postdoctoral Training Institutions
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Council on Continuing Medical Education
Delores Rodgers
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Committee on Professional Publications
Diane Lang
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Standards Review Coalition
Joyce L. Obradovic
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Bureau of OGME Development
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Department of Professional Affairs

Bureau of Membership
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