Fellowship Class Representative:
Roles & Responsibilities | Online Application Process | Nomination Timeline

**Fellowship Class Council and Responsibilities:**
- Comprised of the Fellowship Class Representative and the eight Fellow Committee Liaisons.
- Meets at the AMSSM Annual Meeting and the AMSSM Fellows Research and Leadership Conference each year.
- Provides a forum to discuss fellow issues and feedback.
- Promote changes and improvements for the fellow experience.
- Encourage new leadership within AMSSM.
- Facilitate communication with the fellowship class.

**Fellowship Class Representative – Roles and Responsibilities:**
- **Goals and Objectives:**
  - (a) Give fellows a representative to voice concerns and feedback.
  - (b) Promote changes and improvements identified at the AMSSM Annual Meeting or the AMSSM Fellows Conference.
  - (c) Facilitate communication between fellows.
  - (d) Give solitary fellows an available outlet for counseling on day-to-day issues/concerns.
  - (e) Facilitate Fellowship Committee communications to the current class of fellows.
  - (f) Promote new leadership within AMSSM.
- **Responsibilities**
  - (a) Serve as Class Representative Elect from the preceding March 1 to June 30, and the acting Class Representative from July 1 to June 30.
  - (b) Act as a voting member of the Fellowship Committee and also as a member of the Fellows Matters Subcommittee.
  - (c) Serve as the liaison between the current sports medicine fellows and the Fellowship Committee.
  - (d) Send quarterly updates to the fellowship class.
  - (e) Assist with conflict resolution between a fellow and their Program Director when necessary.
  - (f) Work to identify and address concerns of the fellowship class.
  - (g) Manage the fellows listserv.
  - (h) Manage and update the AMSSM Fellowship website information.
  - (i) Participate in the AMSSM Annual Meeting as the Representative-Elect and the acting Representative, including presenting during the AMSSM Fellowship Forum.
  - (j) Present an introduction during the AMSSM Fellows Conference.
  - (k) Assist with the selection of the new Fellowship Class Representative.
  - (l) Mentor the Representative-Elect.
  - (m) Lead the Fellowship Class Council.
**Online Application Instructions for AMSSM Fellowship Class Representative:**

- **Requirements:**
  1. Must be a current AMSSM member.
  2. Must have matched into the rising class of Sports Medicine Fellows.
  3. Must be able to attend the 2019 AMSSM Annual Meeting (Representative-Elect year) and the 2020 AMSSM Annual Meeting (acting Representative year), as well as the 2019 AMSSM Fellows Research and Leadership Conference.

- **Online Application Instructions:**
  1. **The online application for the Fellowship Class Representative to the Fellowship Committee position can be accessed on the AMSSM website in two places:**
     - (You must be logged in through “Member Log-in” in order to access the online application)
     1. “Member Only Content page” (listed as a “red link” on the left-hand column);
     2. OR, accessed on the “Fellowship page”.
  2. **Please complete the online application and submit your online application (along with all supporting documents as one submission by February 15, 2019).** The online application will allow you to save your application and refer back to it to add additional information and/or attach your supporting documents as you receive them. The online application includes a section to enter a ~500 word statement of interest for the Fellowship Class Representative position and sections to attach the following supporting documents:
     - A copy of your Curriculum Vitae (C.V.).
     - A letter of good standing/approval of time off for the 2019 Annual Meeting (April 12-17, 2019) that you obtain from your Residency Program Director (PD) for the Fellowship Class Representative position.
     - A letter of recommendation/nomination/approval of time off for the 2019 AMSSM Fellows Research & Leadership Conference (July 18-21, 2019) and for the 2020 Annual Meeting (April 24-29, 2020) that you obtain from your Sports Medicine Fellowship Program Director (PD) for the Fellowship Class Representative position.

- **Application instructions:**
  1. You are responsible for soliciting the supporting letters from your Residency Program Director and your Sports Medicine Fellowship Program Director before the application deadline.
  2. You must attach all of your supporting documents (listed above) to your online application so you are only making one submission with all of your supporting documents attached.
  3. You will receive a confirmation email from Joan Brown at joanb@amssm.org confirming that AMSSM received your complete online application with all supporting documents within 24 hours of your online application submission. If you do not receive this confirmation, it is your responsibility to contact Joan Brown at joanb@amssm.org to follow up on your application submission.
  4. Incomplete or late applications will not be considered.
  5. The Fellows Matters Subcommittee will notify you if you are selected for the Class Representative position. **(Please Note: If you are not selected for the position, we strongly encourage you to apply for one of the Fellowship Member Liaison to an AMSSM Committee positions by the deadline of March 1, 2019.)**
Nomination Timeline for AMSSM Fellowship Class Representative:

- Nomination Timeline:
  - January 2, 2019: Match Day
  - In January:
    - The Fellows’ Matters Sub-Committee will send an announcement email to all Fellowship Directors regarding the position and nomination process.
    - Interested residents may review the online application process and submit their completed online application along with all of the supporting documents attached.
  - February 15:
    - Application Deadline
  - February 18-25:
    - Application Review Process:
      - Members of the Fellows’ Matters Sub-Committee and the current Fellowship Class Representative will review all applications and will each choose their top four candidates.
      - The top applications will then undergo formal review by the Fellows’ Matters Sub-Committee.
      - The top candidate(s) will be submitted to the Fellowship Committee Chairpersons for final selection.
  - February 25:
    - The Fellowship Class Representative is named and the result is announced by an e-Blast from the Fellows’ Matters Sub-Committee to the Fellowship Directors (FD) and newly matched fellows.
  - February 28:
    - An announcement will be made to the entire AMSSM membership through the AMSSM Digest (weekly e-Blast to all AMSSM members)
  - March and April:
    - Mentorship of the Fellowship Class Representative-Elect by the current Fellowship Class Representative begins.
    - The Fellowship Class Representative-Elect attends the AMSSM Annual Meeting and Fellowship Forum.
  - July 1:
    - The Fellowship Class Representative-Elect will transition to be the new Fellowship Class Representative.