Committee Handbook

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American Medical Society for Sports Medicine
COMMITTEE HANDBOOK

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American Medical Society for Sports Medicine

COMMITTEE HANDBOOK

AMSSM COMMITTEES AND COMMITTEE MEMBER ROLES

COMMITTEE OVERVIEW

Committees are a critical component of the AMSSM. They are the lifeblood for the future. Committees are essential in achieving the mission and vision of the AMSSM. They provide the structure for member involvement and the development of future leaders for the Society.

The number of Committees depends on the priorities and resources of AMSSM.

It is critical to the success of Committees that there is a strong partnership between the Committee members and the staff with clear lines of communication, roles and responsibilities.

The success of the Committee structure is based on a well-defined set of charges, expectations and timelines for action. Committees are directly held accountable by the Board for meeting their designated charges. These Committee charges and Committee responsibilities are approved by the Board of Directors.

There are many projects that could be housed under one or more Committee structures. It is important that the project be the priority and not the ownership of any one Committee. In projects that could reasonably be housed under one or more Committees, the Committee Chairs should work collaboratively to delineate responsibilities. If there is difficulty managing this, the Executive Committee should be consulted.

COMMITTEE APPOINTMENT AND TENURE POLICY

The following Committee Appointment and Tenure Policy is reviewed and approved by the Board of Directors on a regular basis.

- Participation on Committees is solicited annually from the membership and is on a volunteer basis.
- Working Committee Chairs (and Co-Chairs) must be members of the Board of Directors and are appointed by the President. Committees without Co-Chairs may have a Vice Chair to assist the Chair of the Committee (see later section).
  - Committee Chair appointment will be based on Chair availability and the interest and expertise of unassigned members of the Board.
  - The term as Chair will customarily be for the remainder of his or her appointment to the Board.
- Failure by Committee Chairs (or Co-Chairs) to meet the Board expectations will result in a change in Chairs or disbanding or redefining of the entire Committee if appropriate.
- Committee Members must be active members in good standing within the Society.
Committee members are identified from the membership based on experience within and outside the Society.

- Fellows, Residents, and Students may be Committee Members as identified in the Committee composition in the Committee Handbook.
- Board reports shall follow the outline shown in the Appendix I of this handbook and in the Policy/Leadership Manual.
- All final reports and recommendations from a Committee or Task Force are made to the Board of Directors and approved by the Board.

**COMMITTEE CHAIR/CO-CHAIR ROLES AND RESPONSIBILITIES**

**Leadership**
- Be visionary and proactive in bringing issues to the Board.
- Work to maintain and refine successful programs within the Committee and to develop new programs which benefit the Society and its members.
- Understand roles and responsibilities as a Chair.
- Understand effective leadership within the Committee.
- Do not waste the Committee’s time: be prepared with agendas and background material.
- Declare conflicts of interest.
- Help create the shared organizational vision and communicate that vision and mission to the Committee.
- Understand and contribute to the AMSSM Strategic Plan.
- Communicate frequently with staff and discuss your expectations with them.
- Be objective in your role as Chair and Committee Member; understand the organizational priorities and allocation of resources even if they are not in your favor.
- Be a team player.

**Organizational Roles**
- Have a clear understanding of your charges and the expectations of the Board of Directors.
- Schedule conference calls and prepare all agendas in an effective manner.
- Make Committee reports to the Board of Directors prior to each Board meeting or Board call or as otherwise requested by the Executive Committee.
- Be accountable for creating effective reports, agendas, and meeting deadlines.
- Define action items for the Committee and hold assigned Committee members accountable for completing their task in a timely manner.
- All Committee and Task Force Reports for the Board should follow the outline shown in the appendix of this handbook and the Policy/Leadership Manual.

**Work with Staff**
- Value staff time and partner with them to effectively fulfill responsibilities.
- Create practical budgets for Committee operations that require fiscal support and present that request to the Board in a format shown in the appendix of this handbook and the Policy/Leadership Manual.
- Evaluate your Committee Members and update leadership regularly.

**TYPES OF COMMITTEES/TASK FORCES**

The work of AMSSM is supported by Committees, Subcommittees, Task Forces, and Working Groups. The responsibilities of Committee Chairs, Committee Vice-Chairs, Subcommittee Chairs and leaders of Task Forces...
and Working Groups are strategic to operational, in the order listed. Please see Appendix III for a schematic. These include:

**Committees**

The Committees are appointed by the Board. They support the ongoing programs of the Society and their charges are directly based on the Strategic Plan, organizational priorities and available resources. A Committee can be disbanded by the Board if the priorities of the Society change. A member of the BOD will serve as the Chair (or Co-Chair) of Working Committees and is ultimately responsible for all of the actions of the Vice Chair and Subcommittees. Some AMSSM Committees are led by Co-Chairs (who each serve on the Board), other committees are led by a single Chair from the BOD, with a Vice Chair from outside of the Board being appointed and utilized to support the strategic focus of the Committee Chair. The incoming President appoints Co-Chairs (as a member of the Board of Directors). Committee Vice Chairs serve 1-year terms, Annual Meeting to Annual Meeting (renewable up to 4 years total). The Committee Chair may propose a Vice Chair candidate to the Board after vetting with the Executive Committee. The Committee Chair may also seek input from the Board for possible recommendations. The candidate must be approved by the Board after review of individual bio of the nominee. Vice Chairs report directly to the Board Committee Chair, and are responsible for carrying out the charges of the BOD within the overall Committee & Subcommittees. Committees report to the Board using a standard committee report form for action, discussion and information agenda items.

**Subcommittees**

Subcommittees and Subcommittee Chairs can be proposed by a Committee Chair or Vice Chair and must be approved by the Board. A board member may also serve as a Subcommittee Chair or multi-Committee Subcommittee member if the need arises. Subcommittees are for work with a specific purpose that is predicted to be ongoing and long term. Subcommittee Chair recommendations must be approved by the Board of Directors. Subcommittees may have defined representation from other Committees or Subcommittees with AMSSM when needed, and these should be spelled out in the AMSSM Committees, Subcommittees, Task Forces and Working Groups file (updated and stored at AMSSM.Home). Subcommittees may be formed or disbanded by the Board as needed, and they should be reviewed annually. Presidents may suggest that a Task Force becomes a Subcommittee, if the issue that that Task Force is addressing proves to be ongoing and long-term, but this must be approved by the Board. Subcommittees report to Vice Chairs, or directly to Chairs if specified. Chairs and Vice Chairs are ultimately accountable for Subcommittee actions. Subcommittees reporting should also utilize the standard committee report form.

**Task Forces**

A Task Force is created to address a single or narrowly defined issue. Their work is not recurring or predicted to be ongoing and usually does not exceed one year in time, but may occasionally extend beyond one year. AMSSM Task Forces can be appointed by the President to address an issue or project which is of interest to the Society. If the issue a Task Force is working on becomes ongoing or there is a longer-term need, the President can suggest that the Task Force becomes a Subcommittee. The President is ultimately accountable for Task Force Actions. Task Forces report to the President upon request.

**Working Groups**

Committee Chairs or Vice Chairs may also appoint Working Groups to address a short term project or need of a specific Committee or Subcommittee. Task Forces and Working Groups might be disbanded once their work is completed. Working groups report to Committee Vice Chairs or Chairs (as specified) upon request.

According to the Bylaws, only the President may appoint Task Forces. If a Committee Chair finds it useful to divide the Committee into smaller groups they should be termed “Sub-Committees” indicating
permanent groups or “Working Groups” which is more indicative of a temporary group working on a special project.

**Special Interest Groups (SIGs)**

Special Interest Groups (SIGs) are composed of small groups of members with similar interests that can get together at the annual meeting to discuss issues specific to that group. Different than a Committee or Task Force, there is no designated task to be completed and no specific endpoint for the group.

a. Formal interest groups include Diversity, Resident/Student, Academic, Private Practice, Internal Medicine, Emergency Medicine, Pediatric Medicine, Physical Medicine and Rehabilitation. These are formal interest groups recognized by AMSSM. Their meetings will be formally publicized on annual meeting program and will be guaranteed a meeting room. Any projects that come out of these interest groups should be directed to the Membership Committee unless an action item better fits with another committee as designated by the Chair of the Membership Committee and/ or the Executive Committee.

b. Member-driven interest groups (e.g., PRP, Wilderness Medicine, and MSKUS) are informal interest groups. They are typically not formally publicized on the annual meeting program, and are not guaranteed a meeting room during the annual meeting. However, if a meeting room is desired, this request should be made to the AMSSM office no later than 6 weeks before the meeting. Any projects that come out of these interest groups should be directed to the appropriate AMSSM Committee for further discussion and consideration for presentation before the Board.

No Special Interest Groups should proceed with action without review first by a Committee and subsequent approval by the Board.

**COMMITTEE STRUCTURE**

Committees can be classified as Working Committees or Administrative Committees. Working Committees address the major areas of activity for the AMSSM and are consistent with the priorities defined in the Strategic Plan (see Policy/Leadership Manual). These areas drive the direction of the Society through their charges and recommendations back to the Board of Directors. Administrative Committees address the operational and financial needs of the Society.

**Working Committees**

1. Communications Committee
2. Education Committee
3. Fellowship Committee
4. International/Inter-Organizational Relations Committee
5. Membership Committee
6. Practice and Policy Committee
7. Publications Committee
8. Research Committee
9. Sports Ultrasound Committee

**Administrative Committees**

1. Executive Committee
2. Program Committee
3. Past Presidents Advisory Committee
4. CRN Leadership Committee
5. CRN Advisory & Oversight Committee

WORKING COMMITTEE CHARGES

Communications Committee

**Mission:** The Communications Committee will be responsible for AMSSM’s communications with its members, the media and the general public.

**Charges:**

- **Newsletter Subcommittee**
  Oversee the writing, editing and publication of the quarterly AMSSM newsletter: “The Sideline Report.”

- **Internet Subcommittee**
  - Monitor and assist other Committees and staff in selecting, updating and posting easily accessible, stored content on the website.
  - At least annually, website content changes and updating will be reviewed in collaboration with other AMSSM Committees.
  - Monitor and report usage statistics of website activity to the Board.
    - A monthly Google Analytics usage report is done by staff, which forwards a copy to the Communications Committee Chair and/or Vice Chair.
    - The Communications Committee Chair and/or Vice Chair will compile these monthly reports and provide a summary usage report for Board meetings or otherwise when requested.
  - Monitor listserv content for appropriateness compliant with listserv policies.
    - Subcommittee Members will serve as primary monitors for listserv content.
    - A new AMSSM Listserv Policy was approved in March 2011. The policy is located in the Policy and Leadership Manual. The policy guides the Internet Subcommittee in its role.
    - Listserv users who violate this policy, the AMSSM Listserv User Etiquette Guidelines or any AMSSM policy applicable to the AMSSM Listserv are subject to disciplinary action, including the termination or suspension of listserv privileges. The following procedures will be followed to identify etiquette infractions and take disciplinary action:
      1. Upon receiving notification from moderators or others stating concern over etiquette violations, the Chair of the Internet Subcommittee will contact the member in order to (1) inform him or her about the concerns and (2) ask him or her to conform to the guidelines.
      2. If the member continues to violate the guidelines, the Chair and/or Vice Chair of the Communications Committee will notify the offender that he or she has been placed on probation for four weeks, during which time the member’s behavior will be monitored.
      3. If, during or after the probationary period, the member continues to violate the guidelines, the Chair and/or Vice Chair of the Communications Committee will report to the President a concern that a member is abusing a member benefit or privilege. The President may choose to review the matter following AMSSM’s Guidance for Resolution of Concerns about Member Conduct. Immediate disciplinary action may also be taken.
    - Report listserv utilization and summary of content topics at Board meetings or otherwise when requested.
The Communications Committee Chair and/or Vice Chair will collect and respond to problems with the website and listserv, as well as coordinate with webmaster and website design vendors.

- **Social Media Subcommittee**
  - Oversee and enhance AMSSM’s social media presence – including, but not limited to, Facebook, Twitter and LinkedIn pages.
  - Work in conjunction with other Communications subcommittees and other Committees such as Education on social media content - including Facebook Sports Medicine tips.
  - Writing and editing of other online projects including but not limited to Beginner Triathlete website and Self Care Net.

- **Patient Education Subcommittee**
  - Oversee AMSSM’s patient education content and materials, specifically the SportsMedToday.com and Sports Medicine Today newsletter including:
    - SportsMedToday website
    - Creation/editing of tip sheets
    - Quarterly Sports Medicine Today newsletter
    - Other relevant material for the public, patients, coaches and parents.

- **Public Relations Subcommittee**
  - Develop long term relationships with media contacts for promotion of AMSSM activities, research, and other accomplishments of the Society or members.
  - Create press releases to highlight newsworthy Annual Meeting research and presentations (and other news throughout the year) and coordinate with AMSSM staff to maximize effectiveness through press release distribution channels.
  - Work with IIOR in developing ongoing communications with:
    - State liaisons for each high school athletic association.
    - Liaisons for each sport specific interest group.
  - Identify collaborative relationships to enhance the communication strategies of the Society.

*Composition:* Active members and Fellows are eligible provided they actively participate in the function and responsibilities of the Committee. Diversity in Committee membership is strongly encouraged.

**Education Committee**

*Mission:* The Education Committee will support the AMSSM as the premier educational resource for sports medicine physicians.

*Charges:*
  i. Oversee the processes for submission of case abstracts, blinded review of case abstracts, selection of cases for podium presentations, selection of cases for poster presentations, implementation of case podium presentation sessions, implementation of case poster presentation sessions, and selection of awards for case podium presentations for AMSSM annual meetings.
  ii. Participate on the Program Committee for the Annual Meeting to organize the case podium presentation sessions, case poster presentation sessions, and Two Minute Drill sessions if included in the AMSSM annual meeting.
iii. Review the AMSSM Annual Meeting evaluations each year and work with the Program Committee to guide changes based on the program evaluations and in compliance with Accreditation Council for Continuing Medical Education (ACCME) requirements.

iv. The Committee will work to create educational curriculums that reflect current sports medicine standards of care that can be utilized in primary specialty residency training programs and/or medical student education. Specifically:
   a. Develop and periodically update musculoskeletal and sports medicine curriculum guidelines for residents of the five primary specialties (Emergency Medicine, Family Medicine, Internal Medicine, Pediatric Medicine, and Physical Medicine and Rehabilitation) that contribute to the subspecialty of primary care sports medicine. This may be accomplished in collaboration with interested national organizations of these primary specialties such as the American Academy of Family Physicians (AAFP), the Society for Teachers of Family Medicine (STFM), the American Academy of Pediatrics (AAP), the American College of Physicians (ACP), the American College of Emergency Physicians (ACEP), the American Academy of Physical Medicine and Rehabilitation (AAPM&R), or other appropriate organizations that are interested in collaborating.

v. The Committee will actively look for opportunities to create new educational forums that further the advancement of the field of sports medicine. Specifically:
   a. Develop and periodically update an internet-based library of clinical cases from among those presented at AMSSM annual meetings that members can access readily in order to maximize learning opportunities from these clinical cases. This may be done in collaboration with other interested sports medicine organizations.
   b. Develop a national education and certification program for high school coaches designed to increase their level of comfort and competence in providing first aid level response for student athletes; improve their understanding of how the sports medicine team cares for injured student athletes and prevents injuries; and enhance coordination of the care of student athletes among coaches, athletic trainers and team physicians. This may be accomplished in collaboration with other interested national organizations such as the American Orthopaedic Society for Sports Medicine (AOSSM), the National Athletic Trainers’ Association (NATA), and the National Federation of State High School Associations (NFHS).
   c. Develop sports medicine educational content available as online CME for members.

vi. Members of the Committee will liaison with other AMSSM Committees such that all educational opportunities might be acted upon in the best interest of AMSSM and its members.

7) Develop sports medicine educational content available as online CME for members.

8) Members of the Committee will liaison with other AMSSM Committees such that all educational opportunities might be acted upon in the best interest of AMSSM and its members.

9) Sub-Committees:
- **Sports Medicine Curriculum for Pediatric Residents Subcommittee**
- **Sports Medicine Curriculum for Emergency Medicine Residents Subcommittee**
- **Sports Medicine Curriculum for Family Medicine Residents Subcommittee**
- **Sports Medicine Curriculum for Internal Medicine Residents Subcommittee**
- **Sports Medicine Curriculum for Physical Medicine & Rehabilitation Residents Subcommittee**
- **Online Cases Studies Subcommittee**
- **Case Review Subcommittee**
- **Podcast Subcommittee**
  
  *Podcast Sub-Committee Charge and Responsibilities:*
  
  - Assist the education committee co-chairs with coordinating and executing the Sports Medcast series
  - Collaborate with BJSM to distribute content via multiple platforms (AMSSM, BSJM)
  - Production goal: 6 podcasts annually.
  - Collaborate with AMSSM Communications Committee and Publications Committee to ensure quality of content and interviewees
  - Subcommittee members can help with a variety of responsibilities ranging from being a resource for brainstorming ideas for podcasts, writing and editing podcasts scripts, and serving as podcast moderators.

- **Annual Meeting Advisory Subcommittee**
  
  *Charge:* Annual Meeting Advisory Subcommittee assists Co/Chair of Education Committee, 1st VP, and Program Planning Committee with promoting and maintaining Annual Meeting.
  
  *Composition:*
  
  - Program Chairs from past 7 Annual Meetings
  - Representatives from Fellowship, Research, Education, and Membership Committees
  - Any interested program chair from past Annual Meetings
  - Interested AMSSM members at large (must be approved by Executive Committee)
  
  *Responsibilities:*
  
  - Organize, collate, summarize and examine trends in participant feedback from past annual meetings
  - Develop mechanism to track feedback and educational content of annual meeting longitudinally
  - Provide feedback on Annual Meeting to Education Chair and Co-chair, who as members of PPC can relay to Program Chair and PPC as needed
  - Serve as resource to current Program Chair.

- **Sports Medicine CAQ Preparatory Course Subcommittee**
  
  *Charge:* Assist the Education Committee Co-Chairs and coordinate the Annual Meeting CAQ Preparatory Course, while collaborating with ACSM to optimize educational content.
  
  *Composition:*
  
  - Subcommittee Co-Chair
  - Subcommittee Co-Chair
  - ACSM Representation
• Interested AMSSM members-at-large

*Responsibilities:*
• Assist the Education Committee Co-Chairs with coordinating and executing the AMSSM/ACSM CAQ Preparatory Review Session.
• Coordinate AMSSM and ACSM CAQ sessions through AMSSM and ACSM representation and contribution.
• Collaborate with the ITE subcommittee to drive curriculum development to best serve the AMSSM membership.
• Subcommittee members can help with a variety of responsibilities ranging from being a resource for brainstorming ideas for curriculum, writing and editing questions, helping to deliver the pretest and post-tests during the session and even speaking in the session and providing feedback regarding session in order to facilitate a culture of continuous improvement through AMSSM program evaluations and subcommittee communications with the Education Committee and CAQ Review Session Subcommittee Chairs.

• **AMSSM Medical School Sports Medicine Curriculum Subcommittee**

*Responsibilities:*
• Assist the education committee co-chairs by developing a sports medicine curriculum guideline for U.S. medical schools.
• Collaborate with the USBJI, as appropriate, to insure that sports medicine content is represented in MSK educational guideline development.
• Collaborate with AMSSM Publications Committee to insure quality of content, once a draft curriculum is available.
• Insure ongoing revisions are established to update this curriculum to reflect current and future developments in medical student education.
• Subcommittee members can help with a variety of responsibilities ranging from brainstorming ideas for curriculum innovation, collaborating efforts with USBJI, and serving on the curriculum writing group.

*Composition:* Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Fellow and resident members of AMSSM may be part of the Committee but are not eligible to review case abstracts. Diversity in Committee membership is strongly encouraged.

**Fellowship Committee**

*Mission:* The Fellowship Committee will be an advocate, advisor, and effective supporter of current Fellows, residents, and Fellowship Directors in maximizing the quality of postgraduate education in sports medicine.

*Charges:*

1) Maintain an accurate listing of Sports Medicine Fellowship opportunities by updating the listing biannually from the Fellowship Director Periodic Survey.
2) Be a communication vehicle responding to questions and concerns from the Fellowship Directors, the Fellows, and the residents.
3) Provide advisory evaluations of Fellowship Programs as requested.
4) Work to maintain high quality ethical and program standards and advise the Fellowship Directors on the standards as requested.
5) Suggest new recommendations for ACGME requirement changes as necessary.
6) Arrange and moderate the Fellowship Forum and Fellows’ Matters Pre-conferences at the AMSSM Annual Meeting.
7) Support diversity opportunities within the Committee and with the projects being undertaken by the Committee.
8) Work with other Committees to enhance communication and effectiveness within the Society.
9) Current Subcommittees/Project Groups
   • **ACGME Subcommittee** – interfaces between AMSSM and the ACGME on issues that affect fellowship training.
   • **In-Training Exam Subcommittee** – continued development and implementation of the In-Training Exam for Fellows.
   • **Ethics Subcommittee** – ensuring ethical behaviors for Fellowship application, recruiting, and training including the Review Panel (a group of four Fellowship Committee members who are appointed and chaired by the Fellowship Committee Chair to review possible violations to the AMSSM Code of Ethics for the Match.)
   • **Professional Development Subcommittee** – to explore the need and suggest a plan for Professional Development amongst our Fellowship Directors.
   • **Periodic Survey Subcommittee** – development and administration of the bi-annual Periodic Survey for Fellowship Directors designed to gather important data from all programs.
   • **Fellows’ Matters Subcommittee** – planning the Fellows’ section of the Fellowship Forum and providing a resource for current Fellows and residents.
   • **Fellowship Forum Subcommittee** – plans the Fellowship Forum section of the Pre-conference for the AMSSM Annual meeting.

*Composition:* The Fellowship Committee is administered through its Steering Committee that is made up of individuals who are named, by the Chair, as sub-committee chairs to specific sub-committees or project groups. Each sub-committee is open to all members including Fellows, residents, and students. Diversity in Committee membership is strongly encouraged.

**International/Inter-Organizational Relations Committee**

Mission: The International/Inter-Organizational Relations (IIOR) Committee will create and foster direct, personal, professional and collaborative connections between AMSSM and other medical and sport-related national and international organizations for the benefit of increasing the visibility of AMSSM and advancement of the field of sports medicine.

Charges:

1) Develop and maintain relationships with other professional medical groups and major organizations with Sports Medicine sections or Committees.
2) Oversee and coordinate the Liaison Program:
   - The basic goal of the program is to create and foster direct, personal and professional connections between AMSSM and other medical and sport-related organizations for purposes of education, research, and advancement of the field of sports medicine.
   - The IIOR Committee Chair will serve as the coordinator of this program, collect information from the various liaisons, and organize the information into issues that are of immediate importance to AMSSM (“hot button items”) and those of routine importance.
   - Hot button items should be brought to the attention of the Executive Committee immediately. All other issues can be discussed at regularly scheduled Board meetings.
   - The Liaison Program should develop and maintain a listing of Sports Medicine organizations to identify potential partnership opportunities with those organizations. Information would include specific programs and activities in education, timelines for action, and key contacts for making it happen.
Liaisons are expected to maintain regular contact (once or twice per year) with their organization’s educational or research chair or a Board Member. In some cases, it may be appropriate to make contact with the President of the organization. Liaisons for primary specialty organizations (AAFP, AAP, AAPM&R, ACEP, ACP), those organizations maintaining Exchange Lectures with AMSSM (ACSM, APTA, AIUM, AOSSM, CASEM, NATA) and national sporting bodies (MLB, MLS, NBA, NCAA, NFHS, NHL, USOC) are encouraged to check in with AMSSM’s Executive Director to exchange information prior to submitting your report.

In addition to the Liaisons within North America, an International Liaison Program has been created utilizing relationships developed through the Traveling Fellowship program. Previous and future AMSSM Traveling Fellows are asked to work with the International Visiting Fellows from the country/region where they visited each year to submit a yearly report to the IIOR Committee Chair with updates on that country/region’s primary sports organization or any other relevant issues from the country/region, as well as possible opportunities for collaboration, 1-time exchange lectures or potential returns for the Traveling Fellowship program. The past AMSSM Traveling Fellows will officially be the liaisons to the countries they visited (and the 3-4 AMSSM Traveling Fellows who visited each year can designate from amongst themselves who will submit the annual report);

Liaisons will be asked to submit a report once a year --- either by October 1 or March 1 each year. These reports will follow a simple format as outlined by the IIOR Chair – 1) Key Issues pertinent to AMSSM; 2) Opportunities for Collaboration. Reports should be no longer than ½ page in length.

Examples of opportunities for collaboration may include AMSSM participating in relevant organizational position/consensus/scientific statements or identification of AMSSM members to speak at their conferences on specific topics. For sport organizations, AMSSM may be able to assist in setting appropriate guidelines regarding training or assist with forming educational programs for players and coaches on topics such as injury prevention.

The primary role of the liaison is to maintain ongoing contact and assess the needs of the partner organization. The liaison will bring those needs to the attention of AMSSM through the IIOR (via the reporting system or directly to IIOR Chair if hot button issues arise). AMSSM leadership will then determine which needs AMSSM can help fill, and enlist the help of our diverse and talented membership to fulfill those needs.

There is no budget for the liaison program, so AMSSM cannot cover any expenses incurred. Many liaisons are also members of the organization for which they’re the liaison and/or serve in a volunteer or professional capacity with said organization. AMSSM expects that most of the work will be accomplished through email and phone contact.

3) Advance the relationship between the AMSSM and other key organizations into “Strategic Partnerships.” This would be a more in-depth, hands-on, working relationship than that established in the basic liaison program.

4) Assist in vetting requests for AMSSM involvement in international meetings or major meetings of nationally based groups.
   a. Determine if the request is such that the AMSSM should support (i.e. fund) a speaker/participant and if so, should present the request to the Board.
   b. Requests that come through other Committees or persons may be redirected to the IIOR for discussion prior to being brought to the Board.

5) Work closely with the other Committees of AMSSM to assist in the advancement of the Society.

6) Sub-Committees:

Traveling Fellowship Selection Subcommittee

The Traveling Fellowship Review Subcommittee is responsible for reviewing applications for the junior Traveling Fellowship positions and making recommendations to the AMSSM Executive Committee for final approval. The make-up of the subcommittee changes annually.
• Traveling Fellowship Review Subcommittee composition:
  o Chair of IIOR (will chair subcommittee)
  o Vice Chair of IIOR
  o Current Year Senior Fellow
  o Foundation Board Representative
  o Previous Junior Traveling Fellow
  o Previous Junior Traveling Fellow
  o Member at Large from IIOR
  o Member at Large from IIOR

Humanitarian Project Subcommittees

• The Humanitarian Project Review Subcommittees are responsible for reviewing all the applications for the local and international Humanitarian Project grants and making recommendations to the AMSSM Executive Committee for final approval. The make-up of each subcommittee changes annually.

Local Humanitarian Project Subcommittee composition

1. Chair of IIOR
2. Vice Chair of IIOR (will chair subcommittee)
3. Representative of the Halpern Family
4. President of AMSSM
5. President of AMSSM Foundation
6. Member at Large from IIOR

Global Humanitarian Project Subcommittee composition

1. Chair of IIOR
2. Vice Chair of IIOR (will chair subcommittee)
3. President of AMSSM
4. President of AMSSM Foundation
5. Member at Large from IIOR
6. Member at Large from IIOR

Composition: Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Fellows may be a part of the Committee. Diversity in Committee membership is strongly encouraged.

Membership Committee

Mission: The Membership Committee will recruit and retain qualified members with diverse backgrounds to support the mission of the Society and the advancement of the discipline of Sports Medicine.

Charges:

1) Oversee the membership application process including application submission, membership criteria, review, and approval of membership status.
2) Review military members currently serving overseas to determine qualification for military hardship status.
3) Work closely with staff to maintain and review annual membership statistics.
4) Maintain and increase AMSSM membership:
   a. Minimize attrition of current members.
   b. Recruitment of all current sports medicine fellows.
   c. Encourage international membership.
5) Conduct a periodic membership survey every 2-3 years regarding member satisfaction and prepare a report for the Board.

6) Oversee the AMSSM Resident Scholarship Award program including applications, submission, review through the Resident Scholarship Review Committee, and award recipients.

7) Oversee the Student/Resident Interest Group webpage.

8) Oversee the Academic, Private Practice, Student/Resident, Diversity, Internal Medicine, Emergency Medicine, Pediatric Medicine and Physical Medicine and Rehabilitation Interest Groups that meet at the AMSSM Annual Meeting.

9) Subcommittee

**Annual Survey Subcommittee**

*Charge:* Annual Survey Subcommittee assists Chair of Membership Committee

*Composition:*
- Annual Survey Subcommittee Chair
- Representatives from Fellowship, Research, Education, Practice & Policy and Membership Committees, as well as one at-large member.

*Responsibilities:*
- Review and analyze results from annual survey
- Develop mechanism to track feedback and results of survey
- Make edits to survey to streamline the process of taking the survey and analyzing the results
- Make edits to content of survey based on needs of the organization and feedback from members
- Provide detailed and summarized results from survey to Executive Committee and Board.

**FAMSSM Review Subcommittee**

*Charge:* the FAMSSM Review Subcommittee oversees the application and selection process for the Fellow of AMSSM designation.

*Composition:*
- Membership Committee Chair
- Membership Committee Vice Chair
- Education Committee Chairs
- Volunteers from Current AMSSM Designated Fellows.

*Responsibilities:*
- Annually announce that applications are open for the FAMSSM Designation on or around Sept. 1, with applications due by Nov. 1.
- Identify past FAMSSM recipients to serve on the FAMSSM application review team. Each application to be reviewed by at least 3 members.
- Once applications received, work with staff to collate and review incoming fellow applications. Any borderline cases or cases of point disagreement would go to the Membership and Education chairs for review. If consensus cannot be reached, the matter will be brought to Executive Committee. The subcommittee should finalize scoring before the end of the year.
- Work with staff to notify applicants in early January. Those selected will be allowed to begin using the FAMSSM designation once notified of their selection. Members receiving the FAMSSM Designation will receive a certificate, electronic seal, listing in that year’s Annual Meeting Program and recognition at meeting.]
- Make minor edits as needed to the application. Any significant changes should be brought to the AMSSM Board for consideration.
Composition: Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Fellows may be members but are not eligible to review applications for membership or scholarship. Diversity in Committee membership is strongly encouraged.

Practice & Policy Committee

Mission: The Practice & Policy Committee will educate the AMSSM membership about economic and policy issues germane to the practice of sports medicine, with the goals of optimizing smart business practices and marshaling organizational resources in the arena of public policy to help effect positive change.

Charges:
1) Effectively gather information regarding practice models, compensation and other economic issues that affect the practice of sports medicine.
2) Evaluate and act on “actionable” issues that can positively impact members’ practices.
3) Effectively gather and collate state and national information regarding health policy that has the potential to impact the practice of sports medicine.
4) Gather periodic information from the membership detailing economic and policy issues that are being dealt with on a local level and use this information to tailor appropriate initiatives.
5) Identify ways to disseminate information in a timely and effective manner using available means, including but not restricted to economic workshops, website tools, newsletters and email.
6) Identify points of collaboration with other state and national organizations, along with a plan to effectively work together to distribute data and information.
7) Sub-Committees:
   - Health Care Transformation and Quality Initiatives Subcommittee – provides educational guidance and support for members around quality improvement initiatives and helps guide AMSSM’s role in the changing healthcare landscape.
   - Practice and Economics Subcommittee – provides resources, support and guidance to members on practice management, coding, billing, referrals, scope of practice, CMS regulation, DME, clinic payment models and credentialing.
   - Legislative Subcommittee – tracks and advocates for legislative issues at the state and federal level, pertinent to AMSSM, its members and our patients, while utilizing AMSSM State Legislative Contacts to help monitor, track and represent our interests at the local/state level.
   - Community Advocacy – works to establish recognition and promotion of advocacy that occurs on a local or community level, by encouraging and recognizing members to promote safety in sports, physical activity and other community initiatives that align with sports medicine.

Composition: Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Target Committee size is nine active members, plus the Chair. In addition to this, the Committee will utilize liaison members in each state as necessary to assist in the process of information gathering and information distribution. Diversity in Committee membership is strongly encouraged. A Fellow Liaison shall serve on the committee.

Publications Committee

Mission: The Publications Committee will provide oversight and interface with AMSSM academic endeavors to include AMSSM position statements, journals, books and review of documents and manuscripts under consideration for official AMSSM endorsement.

Charges:
Journals
- Function as a liaison to the Journals with which AMSSM has partnerships. As a liaison, the Committee will assist in writing of Society news, monitoring ad submissions, and making recommendations to contract changes. (Present journals include Sports Health, Clinical Journal of Sport Medicine, and British Journal of Sports Medicine).
- Maintain relationship with the International Journal of Athletic Therapy & Training - AMSSM members write a column in this journal.
- Establish relationships with primary specialty Journals and offer to be a resource for sports medicine topics (emergency medicine, family medicine, internal medicine, pediatrics, physical medicine and rehabilitation).

Publishing
- Develop, evaluate and oversee the academic publication opportunities for the Society. This may include written as well as electronic publications.
- Oversee the publication of future editions of the 5 Minute Sports Medicine Consult. This will include both written and online editions. The Committee will select authors and editors, as well as make recommendations to the Board on future contract changes.
- Assist in the review and editing of any other AMSSM related publications as requested by the Board.
- Oversee, maintain, and update the AMSSM Publications and Statements page in conjunction with the AMSSM administrative staff and Internet Subcommittee.

Position Statements
- Participate in the selection of writers and act as a liaison for the Team Physician Consensus Statements and any other similar statements as directed by the Board.

Review Documents for Endorsement by the AMSSM
- Supervises the Process for Document Submission for Endorsement by AMSSM

Process for Submission of Document for Endorsement (or Review of Commentary) by AMSSM
(SEE AMSSM POLICY MANUAL)

Composition: Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Diversity in Committee membership is strongly encouraged. A Fellow Liaison shall serve on the committee.

Research Committee

Mission: The AMSSM Research Committee will facilitate the pursuit of scientific investigations in sports medicine for the purpose of the advancement of the knowledge base in the discipline.
Charges:
1) Oversee the research abstract submission, review, presentation, and award process for the AMSSM annual meeting.
2) Oversee the AMSSM Foundation, the AMSSM Young Investigator and the AMSSM-ACSM Clinical Research Grant Award programs including proposal, submission, review through the Research Grant Review Subcommittee, and award funding decisions.
3) Oversee the Fellows Research & Leadership Conference, including the Fellows Research program.
4) Oversee the Research Track Instructional Course Lectures (ICLs) at the Annual Meeting, in addition to Optional Research Education Pre-Conferences or Workshops if included at the Annual Meeting.
5) Review and approve survey research studies for distribution to the AMSSM membership for their participation in the study.
6) Develop and maintain research-related resources and content on the AMSSM website
7) Participate on the Program Committee to organize the research sessions at the Annual Meeting.
8) Coordinate with the Collaborative Research Network to foster multicenter research in sports medicine among AMSSM members.
9) Develop and maintain a database of AMSSM member research activities to assist with the broader tasks of the Research Committee, including tracking of research presentation awards, grants, publications, and to serve as a resource for improving junior faculty member involvement, development and mentorship

Composition:
The Research Committee is divided into 6 subcommittees:

a. Research Education
b. Research Grants
c. Research Resources/Website
d. Research Surveys
e. Research Abstracts
f. Fellows Research & Leadership Conference

Each subcommittee will have an appointed sub-committee chair(s). All members of the Research Committee are required to serve on at least one subcommittee. Research Committee appointments will be a 3-year renewable term for active members provided they actively participate in the function and responsibilities of Committee. Fellows may be a part of the Committee but are not eligible to review research abstracts. Diversity in Committee membership is strongly encouraged.

Research Education Subcommittee
1) Objectives:
   a. Plan and coordinate the Research Track ICLs for the AMSSM Annual Meeting
      i. Develop a rotating curriculum for the Research ICLs
      ii. Coordinate faculty speakers for ICLs
   b. Plan and coordinate Research Education Pre-Conferences or Workshops at the Annual Meeting as necessary to teach core competencies in research activities
   c. Assist with the planning of the Fellows Research & Leadership Conference in conjunction with the Fellows Conference Subcommittee
      i. Serve on the Fellows Conference Subcommittee and assist with Conference planning, including selection of incoming Subcommittee members
      ii. Develop topics and curriculum for Research sessions
      iii. Assist with identifying faculty speakers for Research sessions
      iv. Attend the Fellows Research & Leadership Conference and serve as a faculty speaker for Research or others sessions, when possible
      v. Assist with topics and speakers for other Non-research sessions as requested
   d. Coordinate with Resources/Website Subcommittee Chair to develop and maintain research-related educational resources for faculty development on the AMSSM website, including the Research Committee pages/tabs
   e. Develop and maintain programs and strategies to improve junior faculty member involvement, development and mentorship

Research Grants Subcommittee
1) Objectives:
   a. Coordinate and supervise the grant review process for the AMSSM Foundation grants
i. AMSSM Young Investigator Research Grant
ii. AMSSM Foundation Research Grant

b. Coordinate and supervise the grant review process for the AMSSM-ACSM Clinical Research Grant

c. Revise the written procedures for the grant review process as necessary

d. Develop, coordinate and supervise additional/new grant funding initiatives as necessary

**Research Resources/Website Subcommittee**

1) Objectives:

a. Develop and maintain research-related resources and content on the AMSSM website Research pages/tabs
   i. Potential grant sources
   ii. Potential journals for scientific publication
   iii. Award winners – grants and research presentations
   iv. Develop and maintain additional/new research-related content as necessary

b. Coordinate with Education Subcommittee Chair to develop and maintain educational resources for faculty development

**Research Surveys Subcommittee**

1) Objectives:

a. Review and approve survey research studies for distribution to the AMSSM membership for their participation in the study
   i. Provide feedback and guidance to survey authors in regards to survey content, structure, design and appropriateness of the survey for the AMSSM membership
   ii. Oversee the survey revision process and review revised surveys as necessary
   iii. Determine final disposition, if survey approved or rejected
   iv. Coordinate distribution of approved surveys to AMSSM membership

b. Provide annual report to Research Chair which includes number and description of survey requests and final disposition

**Research Abstracts Subcommittee**

1) Objectives:

a. Facilitate the submission of research abstracts for presentation at the Annual Meeting

b. In conjunction with the Research Committee Chairs, participate on the Program Committee to organize and coordinate inclusion of research sessions at the Annual Meeting

c. Coordinate and oversee reviewers and the peer review process of research abstracts for inclusion at the Annual Meeting
   i. Review and revise the scientific scoring criteria and process as necessary
   ii. Determine methods of presentation for accepted abstracts, e.g. general session podium, oral poster, Rising with Research or other optional breakout sessions.

d. Coordinate with journals for publication of accepted abstracts

e. Evaluate research podium presentations at the Annual Meeting to determine awards for best presentation in various categories

f. In conjunction with the Research Committee Chairs and Program Committee, coordinate Research Award winner presentations at Annual Meeting

**Fellows Research & Leadership Conference Subcommittee**
The AMSSM Fellows Research & Leadership Conference is a program designed for incoming AMSSM fellowship members initiating their fellowship training.

**Mission:** Equip incoming sports medicine fellowship members with knowledge to assist with:
- Their understanding of research principles and development of individual research projects;
- Gaining insights into the importance of leadership within their careers as sports medicine physicians;
- Sideline & trauma event management;
- Introduction to sports ultrasound.

**Charges:** Organize and lead the annual Fellows Research & Leadership Conference with specific objectives for four distinct areas important to the training of a sports medicine fellow - including programming related to Research; Leadership; Sideline Care, Sports Ultrasound and other topics as the subcommittee deems appropriate.

**Composition:** The Fellows Research & Leadership Conference Subcommittee is a closed subcommittee made up of 8 AMSSM members plus the current Research Education Subcommittee Chair. Members of the subcommittee will be chosen based on experience teaching and conducting research principles and methodology. Membership on the subcommittee is by invitation only. The Research Committee Chair(s) and the Research Education Subcommittee Chair will assist the Fellows Research & Leadership Conference Subcommittee with its recommendations to the Board of new subcommittee members. Subcommittee members are approved by the AMSSM Board of Directors. Members may express their interest in serving to the Research Committee Chair. Diversity among Committee members is encouraged.

**Expectations of Subcommittee Members:**
- Members of the subcommittee serve an initial 4-year term, committing to serve as core faculty for the course each year. Subcommittee members may serve an additional 4-year term, with the expectation that they serve on faculty for the course each year.
- The subcommittee shall have a rotational structure where a member rotates off after 4 or 8 years of service and allows for a new subcommittee member joining annually.
- The Program Chair shall be the member in their final/8th year on the committee. He/she shall assume the duties of subcommittee chair at the conclusion of the previous year’s Fellows Research & Leadership Conference through the year leading up to their program.
- Core faculty members are expected to provide a lecture(s) and lead small group sessions throughout the conference as requested by the Program Chair. Core faculty are also encouraged to assist with all aspects of the conference (research, leadership, sideline care and sports ultrasound) as their skills, knowledge base and schedule allows.
- The Research Education Subcommittee Chair will assist the Fellows Research & Leadership Conference Program Chair with determining topics/curriculum and faculty speakers for the Research sessions, and assist with topics and speakers for other non-research sessions as requested. The Research Education Subcommittee Chair will attend and serve as a faculty speaker for the Research and other sessions, when possible.
- The Fellows Research & Leadership Conference Program Chair will provide and review the conference evaluations and feedback with the Research Chairs and the Subcommittee on an annual basis.

**Sports Ultrasound Committee**

**Mission:** The Sports Ultrasound Committee will ensure AMSSM is a leader in sports ultrasound through education, advocacy, communication, strategic inter-organizational relationships, publications, and research.

**Charges:**
1) Develop relationships and direct lines of communication between the Sports Ultrasound Committee and other AMSSM Working Committees to facilitate and coordinate AMSSM initiatives related to sports ultrasound.

2) Create, review, and revise AMSSM online, regional, and national sports ultrasound educational products to teach the core sports ultrasound competencies outlined in the AMSSM Recommended Sports Ultrasound Curriculum for Sports Medicine Fellowships, and more advanced diagnostic and interventional sports ultrasound procedures.

3) Periodically review, revise and publish the AMSSM Recommended Sports Ultrasound Curriculum for Sports Medicine Fellowships.

4) Ensure the successful implementation of sports ultrasound education within Sports Medicine Fellowships.

5) Inform the public, medical professionals, and AMSSM members about the diagnostic and interventional applications of sports ultrasound.

6) Develop strategic relationships with other organizations for the betterment of sports ultrasound.

7) Create business plans to assist AMSSM members with the implementation of sports ultrasound in clinical practice.

8) Advocate for appropriate sports ultrasound legislation to protect and facilitate the interests of AMSSM members.

9) Collaborate with insurance companies and government agencies to ensure that sports medicine physicians are recognized as competent and appropriate providers of sports ultrasound services.

10) Advocate for AMSSM members’ interests related to sports ultrasound coding, billing, and reimbursement.

11) Create sports ultrasound position statements and practice guidelines as an independent organization or in collaboration with other organizations to promote the safe and effective use of sports ultrasound in the clinical setting.

12) Promote outcomes, cost-analysis, and novel applications research related to diagnostic and interventional sports ultrasound.

Subcommittees:

- **Education Subcommittee**

  1) **Objectives**:

  a. Plan and coordinate the Sports US pre-courses at the AMSSM annual meeting to ensure they teach the core Sports US competencies outlined in the AMSSM Recommended Sports Ultrasound Curriculum for Sports Medicine Fellowships, and more advanced diagnostic and interventional sports ultrasound skills.

  b. Plan and coordinate the Sports US Instructional Course Lectures for the AMSSM annual meeting.

  c. Review proposals for regional Sports Ultrasound courses to ensure they are in line with the AMSSM mission and meet the needs of AMSSM members.

  d. Develop online and other technologically advanced educational resources for AMSSM members.

     i. Set up direct lines of communication between this Subcommittee and the PPC, ICL director, and Education Committee.

- **Fellowship Subcommittee**

  1) **Objectives**:

  a. Interact with ACGME to ensure that Sports Ultrasound is incorporated into and remains part of the Sports Medicine Fellowship Program Requirements.

  b. Ensure Sports Ultrasound is incorporated into the Sports Medicine Fellowship Milestones.

  c. Facilitate the successful implementation of Sports Ultrasound education into Sports Medicine Fellowships.
d. Monitor for barriers to Sports Ultrasound education in Sports Medicine Fellowships through regular communication with Sports Medicine Fellowship Program Directors and create solutions to these barriers when possible.

e. Develop educational resources, with the assistance of the Sports Ultrasound Education Subcommittee, that focus on meeting the needs of Sports Medicine Fellows.

f. Develop a Sports Ultrasound educational curriculum for Sports Medicine Fellowship faculty to ensure they are competent to teach Sports Medicine Fellows.

i. Create a writing group of Sports Ultrasound experts with the assistance of the Sports Ultrasound Chair and Vice-Chair/Co-Chair to periodically review the AMSSM Recommended Sports Ultrasound Curriculum for Sports Medicine Fellowships every 3-5 year to ensure that the recommended curriculum reflects the evolving practice of Sports Ultrasound.

• Practice and Policy Subcommittee

1) Objectives:

a. Create a business plan template to assist AMSSM members with the implementation of Sports Ultrasound into their clinical practice.

b. Develop an AMSSM Sports Ultrasound practice accreditation system for AMSSM members.

c. Advocate for appropriate Sports Ultrasound legislation to protect and facilitate the interests of AMSSM members.

d. Collaborate with insurance companies and government agencies to ensure that sports medicine physicians are recognized as competent and appropriate providers of sports ultrasound services.

e. Advocate for AMSSM members' interests related to Sports Ultrasound coding, billing, and reimbursement.

• Research and Publications Subcommittee

1) Objectives:

a. Promote Sports Ultrasound outcomes, cost-analysis, patient satisfaction, and new applications research by AMSSM members, and facilitate this research using AMSSM resources.

b. Promote the submission of Sports Ultrasound research to peer reviewed journals and the AMSSM annual meeting.

c. Develop a relationship with a peer reviewed journal to facilitate the publication of sports ultrasound articles.

d. Promote the submission of Sports Ultrasound case reports to peer reviewed journals, the AMSSM annual meeting, and create an online library of Sports Ultrasound case reports that can be viewed by AMSSM members.

e. Identify Sports Ultrasound topics that warrant review articles or AMSSM position statements. Then, with the assistance of the Sports Ultrasound Committee Chair and Vice-Chair, develop writing groups to write these articles.

Composition: Active participation in the function and responsibilities of the Committee is expected for those members serving on the committee. Resident and fellow members of AMSSM may be a part of the Committee. There should be representation in the Sports Ultrasound Committee from each of the other Working Committees. Diversity in the Committee membership is strongly encouraged.

Fellow Liaison Positions to AMSSM Working Committees

Each AMSSM Working Committee will annually have a Fellow Liaison selected to sit on the committee (note many committees are entirely open to Fellows serving on them).

Fellow Liaison Program Goals and Objectives:

• Provide representation for the fellowship class to the AMSSM committees
• Be actively involved in committee projects as directed by the Committee Chair
• Serve as a recruiter within the fellowship class to promote meaningful committee participation
• Gain valuable leadership training and development by working closely with current AMSSM leaders
• Promote and build future leaders for the AMSSM from the fellowship class
• Increase communication and collaboration between the committee and the current fellowship class
• Work closely with the Committee Chair on specific goals for the liaison role

For application process see the Fellowship section of the AMSSM Website.

**ADMINISTRATIVE COMMITTEE CHARGES**

**Executive Committee**

The Executive Committee addresses many of the operational and financial needs of the Society. Between meetings of the Board of Directors, the Executive Committee shall have and exercise the power and authority of the Board of Directors in the management of the Society. The Board of Directors may amend or rescind any action taken by the Executive Committee.

*Mission*: The Executive Committee will represent and assist the Board of Directors in the management of all aspects of the Society within the stated goals and mission of the AMSSM.

*Charges*:

1) **Bylaws** – Maintain an effective and current set of Bylaws capable of meeting the needs of the Society in an efficient manner.
   a. Responsibilities include reviewing the Bylaws for updates and revisions, and when requested, make recommendations to the Board of Directors regarding Bylaw interpretations.
   b. These responsibilities are led by the Secretary/Treasurer.

2) **Finance** – Provide effective oversight of all AMSSM financial activities.
   a. Responsibilities include oversight of the financial affairs of the Society including recommendations for investment policy, annual budget, audit report, all Society financial approval policies and other financial matters referred to it by the Board. Specific responsibilities include:
      i. Prepare annual budget.
      ii. Review annual meeting budget.
      iii. Review and approve any budget for other courses or meetings.
      iv. Coordinate an annual audit.
      v. Oversee investments and investment guidelines.
   b. These responsibilities are led by the President.

3) **Future Sites** – Maintain a schedule for future Annual Meetings of the Society ensuring adequate space accounting for predicted growth.
   a. Work with staff to annually update a potential list of host cities/hotels/convention centers for the AMSSM Annual Meeting.
   b. The AMSSM generally tries to follow an alternating East, West, Mid-West schedule so that members will have meetings that are relatively closer to them at some point.
      i. This can be alternated for a Rendezvous meeting. Rendezvous meetings require working with the CASM Executive Director and President when considering. There are financial arrangements that may make this collaboration challenging. AMSSM needs to consider membership growth and the potential effect of an international meeting on vendors and Foundation sponsors.
   c. As needed, members of the Executive Committee will participate in site visits for new host cities or host venues for the Annual Meeting.
i. This responsibility is led by the Second Vice President and Immediate Past President. It is important to have someone experienced in planning a prior Annual Meeting, so if the Immediate Past President is unable to attend a site visit, a Past President may be asked as his or her replacement.

1. Nominations – Prepare a list and select candidates for Officer and Board positions that represent the best candidates for the positions.
   a. Nominations for the Board:
      i. A general call/email to the membership and Board of Directors/Committee Chairs is undertaken soliciting recommendations for the Board.
      ii. Individuals may nominate themselves.
      iii. Staff and the Executive Committee will maintain a list of those who have been nominated in the past. This should be considered so that an individual is not asked to run too frequently and, if appropriate, an individual can be re-nominated.
      iv. At the winter Board meeting (usually in November), comments from the Board will be solicited regarding candidates.
      v. Candidates invited to run for the Board should be provided or directed to a list of Board responsibilities before agreeing to serve.
      vi. A list of nominees will be forwarded to the AMSSM office by early December.
      vii. Candidates must provide a personal statement to the office by due date determined by staff (usually in December).
   b. Nominations for Officers:
      i. The President, First Vice President, Second Vice President, and Immediate Past President will choose the two candidates to run for Second Vice President. The Second Vice President candidates must have been prior Board members.
      ii. Clarify the term of Secretary/Treasurer, and choose two candidates to run for Secretary/Treasurer if needed.
      iii. Candidates must provide a personal statement to the office by due date (provided by Jody Gold in December).
   c. Solicit recommendations from staff regarding Board members and Second Vice President candidates. They can provide information about a candidate that is not readily apparent – i.e. they are always late with projects, doesn’t get Board reports in, hasn’t attended all past Board meetings, etc.
   d. Election of Board and Officers is held via secure internet voting. Those members who do not have an email address or who have requested to have mail correspondence will be mailed a ballot.
   e. Election result totals will be provided to the Executive Committee but only general results are shared with others.

5) Joint Commission for Sports Medicine
   a. The Joint Commission on Sports Medicine and Science provides a forum for professionals and leaders from organizations to discuss the issues that will affect the future of the discipline. The Joint Commission is typically hosted by a city to try and get society convention business. This is a great networking opportunity and should be attended by at least one representative from the Executive Committee.
      i. It is recommended the President and Executive Director attend, along with another member of the Executive Committee, usually the First Vice President.

Composition: The Executive Committee is chaired by the President and consists of the President, the First Vice President, the Second Vice President, the Secretary/Treasurer, and the Immediate Past President of the Society.

Program Committee
The AMSSM Annual Meeting is the showcase event of the Society, providing the premier forum for research and education in sports medicine and networking among members. A detailed listing of the Program Committee composition, timeline, and meeting requirements is listed in Appendix II.

**Mission:** Develop the best Annual Meeting for the Society that exceeds members’ needs and expectations.

**Charges:**
1. Develop and organize an Annual Meeting with specific objectives for each phase of the meeting – symposiums, scientific presentations, exhibits, instructional course lectures, social opportunities and other matters as required to achieve the stated goal.

**Composition:** The Program Committee is a closed Committee. Membership is by invitation only. Members may express their interest in serving on the Committee to the Chair. Diversity among Committee members is encouraged.

**Past Presidents Advisory Committee**

**Mission:** To provide guidance and advice to the current President, Executive Committee, and/or Board of Directors on selected items of importance facing AMSSM.

**Charges:**
1. Committee members will be contacted by the AMSSM President to share their expertise and to provide historical perspective and consult on pertinent issues.
2. The AMSSM President may elect to consult with the entire Advisory Committee for input on critical issues, or with a smaller select group of Past Presidents.

**Composition:** The Past Presidents Advisory Committee will consist of AMSSM members who are Past Presidents of the organization. The Immediate Past President will chair the committee.

**CRN Leadership Committee**

**Overview:**
The CRN Leadership Committee, comprised of experienced and interested AMSSM member researchers, will be responsible for the strategic operation and activities of the AMSSM Collaborative Research Network. The members of the CRN Leadership Committee will regularly interact with each other, active members and leaders of AMSSM and those involved in the larger sports medicine community in efforts to drive forward the practice of sports medicine through CRN affiliated research and initiatives. The following guidelines identify charges and expectations of the CRN Leadership Committee and operating policies for general practice within the CRN.

**Mission:**
CRN Leadership Committee Mission: Guide a collaborative research network (CRN) to foster multicenter research and support AMSSM efforts in patient care, education, advocacy, reimbursement and sustainability of members.

**Composition and Tenure:**
The CRN Leadership Committee will consist of 7 members in addition to the AMSSM Research Director. The following positions will be represented on the committee:

1. **CRN Chair:** The chair of the CRN Leadership Committee will be an AMSSM member who will work closely with the Research Director including regular e-mail and phone meetings. The CRN chair will serve as the physician representative/expert for the CRN and will co-lead in-person meetings and
phone conferences for the committee. The Chair will be appointed for a single, 5-year term and will join the CRN Advisory and Oversight Committee for a minimum of 1-year after completion of that term. The AMSSM Executive Committee will accept nominations, vet and make a recommendation for this position, to be confirmed by vote of the Board of Directors.

2. Research Committee Chair/Co-Chair: The chair or co-chair of the AMSSM Research Committee will serve on the CRN Leadership Committee and act as the primary liaison between activities of the Research Committee and the CRN. This individual will hold the position for the length of his/her term on the Board of Directors.

3. AMSSM Board Member at large: An at-large AMSSM board member with interest and experience in conducting research will serve on the CRN Leadership Committee and act as an additional liaison between the AMSSM Board of Directors and the CRN. This individual will hold the position for the length of his/her term on the Board of Directors and will be nominated by current members of the CRN Leadership Committee, coordinated through the Executive Committee, and confirmed by the Board of Directors.

4. Non AMSSM Member: A non-AMSSM member with extensive experience in conducting research related to sports medicine, multi-site research and/or building successful research networks will serve on the CRN Leadership Committee for a 3 year term. This appointment is renewable. The individual will be nominated by current members of the CRN Leadership Committee, vetted by the Executive Committee and approved by the Board of Directors.

5. Senior at-large AMSSM member: A senior at-large member of AMSSM, as defined by 10+ years practicing in the field of sports medicine, with a successful portfolio of sports medicine research or a strong interest in research will sit on the CRN Leadership Committee as an at-large member representing the membership base of AMSSM. The term for this individual will be 3 years. The individual will be chosen via a formal request for applications to AMSSM membership.

6. Junior at-large AMSSM member: A junior at-large member of AMSSM, as defined by less than 10 years of practicing in the field of sports medicine, with a strong interest in research will sit on the CRN Leadership Committee as an at-large member representing the membership base of AMSSM. The term for this individual will be 3 years. The individual will be chosen via a formal request for applications to AMSSM membership.

7. At-large AMSSM member: A third at-large member will serve on the CRN Leadership Committee. This individual may be a junior or senior applicant as noted above. The term for this individual will be 3 years. The individual will be chosen from current and previous Junior and Senior at-large applicants.

The AMSSM Executive Director and Research Director will participate with and support the CRN Leadership Committee in a staff capacity. They will advise the committee on AMSSM policy and related matters as needed.

Charges:
1. Develop infrastructure and policies for operations of, and access to, Collaborative Research Network
2. Identify, develop and assist in the execution of key research priorities and initiatives that correspond to missions of AMSSM and CRN
3. Identify and secure funding for CRN initiatives
4. Review and approve CRN directed and Investigator initiated research proposals as described below

In addition to being available for in-person meetings, the CRN Leadership Committee will be expected to actively participate in monthly conference calls, to accept and fulfill assignments from the CRN Chair and Research Director and to be available to the chair and director for additional consultation and collaboration as needed. These assignments may include review of grant documents, assistance with preparation of manuscripts and proposals, spearheading CRN initiatives and networking assignments in and outside of AMSSM.

Operating Procedures:
Meetings: The CRN Leadership Committee will meet in-person at least biannually and members will be expected to actively participate in monthly phone conferences scheduled by the chair. In-person meeting dates will be determined approximately 6 months in advance to allow for appropriate accommodation arrangements.

Agendas & Minutes: Agendas for teleconference and in-person meetings will be assembled by the Research Director and CRN Leadership Committee Chair with input from Leadership Committee members. Final agendas and related material will be distributed no later than 2 days prior to the meeting. Minutes from each meeting will be recorded and shared with members of the CRN Leadership Committee.

Finances: The CRN Leadership Committee will create and maintain a yearly budget of expenses, anticipated spending, and returns in conjunction with CRN activity. This budget will be approved yearly by the AMSSM Board of Directors. Routine expenditures and those under $5000 which, at the discretion of the CRN Leadership Committee, are vital to the development of the CRN and its members will not require additional board approval. All other requested monetary expenditures will be brought forward for full board approval prior to incurring financial obligation.

CRN Leadership Committee Chair Responsibilities:
In addition to supporting the CRN Leadership Committee in fulfilling their charges, the chair will abide by the leadership and organizational roles and responsibilities described in the Committee Handbook for committee chairs and co-chairs, where applicable. Additionally, the chair will be responsible for the following items:

1. Establish the policies and procedures of the AMSSM CRN in collaboration with the CRN Leadership Committee and AMSSM Board of Directors
2. Assist AMSSM and CRN Leadership in encouraging AMSSM members to actively engage and interact with the CRN
3. Maintain awareness of important quality initiative and measures, with specific attention to outcomes-based measures that will align research efforts with healthcare transformation and quality initiatives
4. Work with advocacy and public relations personnel as needed, especially specific to quality measures for sports medicine in the future
5. Participate in regular phone meetings with the AMSSM Research Director
6. Lead monthly CRN Leadership Committee teleconference meetings and in-person meetings in conjunction with AMSSM Research Director
7. Actively work with the AMSSM Research Director and Research Committee to advance research priorities and specific strategic initiatives of the CRN and AMSSM
8. Make and follow-up on assignments to CRN Leadership Committee members that advance strategic initiatives of CRN
9. Report to Board of Directors on behalf of CRN Leadership Committee
10. Oversee financial requests and budgetary requirements affiliated with CRN
11. Collaborate with the CRN Oversight and Advisory Committee and Chair on regular reports/meetings
12. Provide leadership and oversight to research being reviewed, considered, or undertaken by AMSSM CRN
13. Meet with the Research Committee Co-Chairs 2 times per year, typically at Annual meeting and winter Board of Directors meeting, to discuss ideas, coordinate research agendas and advance AMSSM research

CRN Advisory & Oversight Committee

Overview:
The CRN Advisory & Oversight Committee, comprised of thought and research leaders within AMSSM, is an important resource for the CRN Leadership Committee and essential for helping the CRN achieve its mission and initiatives. The A&O Committee will regularly engage with the CRN Chair and AMSSM Research Director to
stay up-to-date on progress and initiatives of the CRN. The following guidelines identify charges and expectations of the A&O Committee and the CRN Leadership Committee to ensure efficiency, benefit and appropriateness of interactions between the two groups.

**Mission:**

**A&O Mission:** To provide guidance and advice to the CRN Leadership Committee on selected items of importance facing the CRN and AMSSM.

**A&O Composition and Tenure:**

**Appointment Process:** The CRN A&O Committee will consist of AMSSM members who are nominated by the CRN Leadership Committee and Chair of the A&O Committee, vetted through the Executive Committee and approved by the Board of Directors. The number of members may vary; however, at any time, the A&O Committee will have a minimum of five representatives affiliated with AMSSM. A minimum of one member will be a current member of the AMSSM Foundation Board. The previous chair of the CRN Leadership Committee (when done serving on the CRN Leadership Committee) will also serve on the A&O Committee for a minimum of one year after completing his/her chair responsibilities to help ensure continuity of leadership and vision within the CRN and to provide support, as desired, to the new chair of the CRN Leadership Committee. A non-AMSSM member may serve on the A&O Committee if nominated and approved by the process outlined above. The chair of the A&O Committee will be appointed by the Executive Committee.

**Term Length:** Members of the A&O Committee will serve a three-year term with the opportunity to be reappointed for an additional term. To initially establish the rotation, terms will be staggered such that the first group of individuals will serve two-, three-, or four-year terms. The chair of the A&O Committee will serve a three-year term with opportunity for reappointment. The exception to this policy is the former CRN Leadership Committee Chair who will only serve one year on the A&O Committee.

**A&O Committee Charges and Responsibilities:**

1. A&O Committee members will advise on short-term and long-term goals of the CRN and actively engage with and review initiatives of the CRN Leadership Committee.
2. A&O Committee members will be expected to share their expertise/experiences and to provide historical perspective and consult on pertinent issues.
3. A&O Committee members will offer feedback and insight in drafting of internal and external policies, RFPs and other written communication initiated by the CRN.

In addition to actively engaging with members of the CRN Leadership Committee, A&O Committee members will have the opportunity to serve on sub-committees within the CRN and aid in implementation of initiatives, as desired and appropriate. Other activities may include, but are not limited to, making recommendations for improvement and continued development of the CRN and identifying contacts and individuals who may be helpful in advancing or promoting CRN efforts.

**MEETINGS:**

Members of the A&O Committee will receive updates from the CRN Leadership Committee, at minimum, three times a year in conjunction with AMSSM Board of Director meetings. These updates will be provided to the A&O Committee by the AMSSM Research Director and CRN Leadership Committee Chair, on behalf of the CRN Leadership Committee, no later than two weeks prior to the scheduled Board of Directors Meeting. Updates will include informational material on progress and initiatives of the CRN since the last meeting, as well as intended action items for Board approval. Following receipt of these reports, the A&O Committee and CRN Leadership Committee may choose to meet via teleconference or in person (if convenient) to provide advice on CRN initiatives, activities, and direction. In addition to these formal meetings, the CRN Leadership Committee may elect to consult with the entire A&O Committee or with a subset for input at any time.

**Minutes:** After formal meetings/teleconferences with the A&O Committee, the CRN Leadership Committee will provide the A&O Committee with meeting minutes as well as responses, action items, and intended future
directions in response to recommendations received by the A&O Committee and the Board of Directors. The A&O chair may call for an additional meeting between the A&O Committee and CRN Leadership Committee if deemed necessary.

Minutes will be structured to include a summary of discussion points, A&O recommendations for approval or dissent of CRN directions and actions, as well as suggestions for next steps or focus areas in relation to proposed CRN initiatives. Minutes will be approved by both the A&O Committee Chair and the CRN Leadership Committee Chair.

**A&O Committee Chair Responsibilities:**
The chair will abide by the leadership roles and responsibilities described in the Committee Handbook for committee chairs and co-chairs, where applicable. Additionally the chair will be responsible for the following items:

1. Schedule conference calls in an effective and timely manner.
2. Work with AMSSM Research Director and CRN Leadership Committee Chair to prepare necessary agendas and background materials prior to meetings.
3. Work with AMSSM Research Director and CRN Leadership Committee Chair to produce and approve informative minutes from A&O Committee meetings including sections on A&O recommendations for approval/dissent of current CRN directions and initiatives.
4. Provide a brief A&O Committee report to the Board of Directors annually (at winter meeting) or as otherwise requested by the Executive Committee. The report should minimally include general A&O Committee support for or disagreement with the current course of CRN proposed initiatives and actions.
5. The chair will be responsible for reporting to the Board of Directors, if requested, on behalf of the A&O Committee.

**APPENDIX I: Form for Committee Report**

**FORMATTING INSTRUCTIONS**
Use only Times New Roman 12 – a uniform font and size make cutting and pasting much easier.
When possible do not use elaborate numbering or bulleting, as this makes uniform formatting of the final report difficult.

**AMSSM Committee Report Outline**

*(Committee or Task Force Name)*

Date of Report:
Mission Statement:

Committee/Task Force Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates of Tenure</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Allows an up to date Committee roster)</td>
<td>(i.e. sub-committee chair – this will often be blank)</td>
</tr>
</tbody>
</table>

Consent Agenda: *(information to be received by the Board, appointments by the Board, other matters as determined by the Board. A motion to approve the consent agenda is made and seconded. Any member may remove an item for further discussion later in the meeting - if none are removed all items on the consent agenda are approved as written. Most Committee reports will not have consent agenda items in which case indicate “none”)*
Committee Consent Item 1: (list items for this agenda with information regarding each item directly following)

Committee Consent Item 2:

Discussion Agenda: (This agenda allows a report to be framed for discussion and determining Board intent on a matter, but will go back to the Committee for further refinement of a business plan or decision package to be presented at a later Board meeting.)

Committee Discussion Item 1: (name/title)
   Background:
   Input needed from the board:

Committee Discussion Item 2: (continue in this format until all discussion agenda items are listed)

Action Agenda: (This agenda is critical and it contains only reports written in decision package format with a specific recommendation for action by the Board of Directors. This is the focus of the meeting. This agenda should constitute the majority of time and discussion. This is where decision making happens. No report goes into the action agenda unless it has a specific recommendation for action and it has been received by Board members at least two weeks prior to the meeting.)

Committee Action Item 1: (name)
   Recommendation for Action: (list items for this agenda with decision packet format directly below. Try to avoid attachments or appendices, and if possible include them in the body of the text. If an attachment is necessary label it sequentially titled – (Committee name, Action Agenda, Attachment 1, etc.)
   Background:
   Issue:
   Why:
   Impact on Membership:
   Strategic Plan Reference:
   Fiscal Impact: (This will highlight the costs – both direct and indirect, revenues anticipated and bottom line impact on the organization)
   Staff Time Required:
   Prior Board Action: (if board has considered action before what was the action and why, and why does the action need to be reconsidered).
   Implementation Timeline:
   Sponsorship Request – If AMSSM is being requested to serve as a sponsor as part of this request, please include:
   • The expectations and requirements by AMSSM for sponsorship
   • The expectations and requirements by the individual, organization, or institution in charge of the project or event
   • Complete listing and updating of all participants and sponsors, current, targeted, and active as they are added authors and editors
   • Will AMSSM have input and be included in all pertinent communications?

Committee Action Item 2: (name) (Continue in this format until all action agenda items are listed)

Information Agenda: (This agenda contains Committee reports, informational items and other matters not requiring specific action other than being noted as received by the Board. There is no discussion on items in this agenda unless a board member requests clarification or has a question for information.)

Committee Information Item 1: (name/title)
Committee Information Item 2: (continue in this format until all information agenda items are listed)

APPENDIX II: Program Committee: Composition, Timeline and Requirements

The Program Committee is composed of:

1) Program Committee Chair
   a. Selected by the Second Vice President shortly after he or she is elected, the Committee will be most active when that person is the First Vice President.
   b. Selected from the membership at large (usually not a Board member).
      i. This is a high visibility position – good for future leaders of the Society to become known to the broader membership.
      ii. Should be someone who is familiar with AMSSM Annual Meeting formats.
      iii. Should be someone who can be trusted to get things done.

2) First Vice President
   a. This is the officer who selected the Program Chair at the start of his or her term as Second Vice President two meetings prior.
   b. The First Vice President has ultimate responsibility for the annual meeting, which occurs at the end of his or her term as First Vice President.
   c. The First Vice President is responsible to pursue funding opportunities based on the meeting program and to coordinate with the Foundation.
   d. The First Vice President is responsible for oversight of the Program Chair.

3) Newly Elected Second Vice President
   a. Second Vice President will be in charge of meeting in two years.
   b. This person will be responsible for the picking the Program Chair for the Annual Meeting two years ahead.

4) Rising Program Chair for the following Annual Meeting (selected by the Second Vice President)

5) AMSSM President

6) Co-chairs of Education Committee

7) Chair or representative from Research Committee

8) Member representative from the sponsoring CME institution (for CME credit)

9) Program Committee Chair from previous year’s Annual Meeting

10) Moderator of Moderators
    a. This person will coordinate all the session moderators. The session moderators are usually members of the Program Committee.

11) Instructional Course Lectures Coordinator
    a. This person will put together the morning instructional course lectures.

12) Faculty Development Subcommittee Chair
13) If there are any pre-conferences, those Chairs should be considered for the Program Committee.

14) Additional members appointed by the Committee Chair with input from the Second Vice President.
   a. The Committee should not be too big, but people are needed to be plenary session moderators. However, a moderator does not need to be on the Program Committee.

**Timeline for Program Committee:**

1) Program Chair for Annual Meeting two meetings ahead is selected by the Second Vice President shortly after his or her election.
   a. Second Vice President elected in January with term to begin at the next Annual Meeting.
   b. This allows the rising Program Chair to attend the first Program Committee meeting at the Annual Meeting and learn the workings of the Committee prior to assuming responsibility for his or her program.

2) Program Committee for the following year should meet at the annual meeting.
   a. The Program Chair should have assembled and notified Committee members prior to the meeting.
   b. A theme for the meeting should be developed.

3) The feedback from the previous Annual Meeting should be reviewed as soon as available.
   a. Will you have concurrent sessions?
   b. Evening sessions?
   c. The layout of the venue should be considered:
      i. How many ballrooms?
      ii. How many breakouts?
      iii. How can the rooms be broken down for concurrent sessions if desired?

4) Get rough draft of Annual Meeting program to AMSSM staff in May, one year prior to the meeting, to review the scheduling and room details.

5) One to two conference calls prior to summer (July) Board call.

6) Select the conference speakers, including the paid speakers
   a. Make preliminary invitations. Usually Program Chair will do this unless there is a previous relationship with a Program Committee member and potential speaker.

7) Draft a reasonable meeting framework by end of July.

8) Work with office staff on developing the thematic graphics for the Annual meeting to be used in journal advertisements and the program cover. Deadline approximately September 1.

9) Work on final program, confirming speakers, etc. Deadline for speakers is October 1.

10) Need near-final program by November Board meeting. Once you have a fairly “final” program framework you can post on the web as “preliminary”.

11) Develop learning objectives and practice gaps for each session by mid-October.
   a. Oftentimes moderators of each session will do this.
   b. See prior years for examples.
   c. This is in order to get CME credit.

12) Staff finish final program by late November or early December. Proofread carefully and get posted. Set deadline so potential Foundation sponsors can be motivated to commit by the time the program is posted.

13) Open meeting registration in Dec./Jan.

Things every Program Chair should know:

1) You need to work off a budget that is approved by the AMSSM Board.
   a. Get budget from AMSSM staff. Be aware that the majority of the cost of the meeting goes towards food (breakfast and snack breaks provided at the meeting).
b. Get invited speaker budget from AMSSM staff.
   i. AMSSM members are not paid to lecture. It is considered a privilege and an honor to be a speaker.
   ii. Outside speakers are paid travel, room and board, registration, and a standard ($500) honorarium.
       1. When considering speaker budget remember that international speakers cost over twice as much to travel and typically stay longer.
   iii. Program Chair has flexibility to pay a higher honorarium for a Presidential Keynote Speaker, so long as it can fit within the overall budget parameters approved for speaker budget by the Board.

2) Look inside the AMSSM for expertise first but fill out highlighted plenary sessions with “proven experts” from outside the AMSSM.

3) Meetings usually start on a Friday with pre-conferences and end on a Wednesday at noon, or begin on a Tuesday with pre-conferences and end on a Sunday at noon.

4) Focus on scheduling a plenary session of high interest at the end of the conference but avoid scheduling the invited expert speakers last.

5) Breaks need to be 30 minutes to move people in and out of the exhibit hall and provide vendor contact time.

6) To break the ballroom into smaller rooms takes an hour, and it takes an hour to put it back.

7) You need two evenings for receptions – the AMSSM reception and the Foundation reception. The AMSSM reception is a big expense.

8) Make sure there are some free evenings for fellowship and editorial board dinners.

**Required/Traditional Elements of the Annual Meeting**

1) Welcome
   a. By the President
   b. 25-Year Member Recognition

2) Opening Remarks
   a. First Vice President
   b. Program Chair introduces the program

3) Hough Memorial Lecture
   a. This lecture is in honor of Dr. David Hough who was a founder of AMSSM.
   b. It is nice if it is given by someone with a connection to Dr. Hough or the Michigan State Program.
   c. Any lecture can be designated as the Hough Memorial lecture.
   d. AMSSM staff can provide a list of prior Hough Memorial lecturers.

4) ACSM Exchange Lecture – See Policy Manual for exchange lecturers

5) AOSSM Exchange Lecture

6) NATA Exchange Lecture

7) AAPM&R Exchange Lecture

8) AAP Exchange Lecture

9) AIUM Exchange Lecture

10) CASEM Exchange Lecture

11) APTA/AASPT Exchange Lecture

12) International Visiting Fellow

13) Presidential Keynote

14) Committee Meetings
   a. Need two 1-hour time slots and available break out rooms for Committees to meet. Best times are at noon or early in the morning.

15) Interest Group Meetings
a. At a different time than Committee meetings so that Interest Group Members can also be Committee members.
   i) Emergency Medicine
   ii) Internal Medicine
   iii) Pediatric Medicine
   iv) Physical Medicine and Rehabilitation
   v) Academic
   vi) Private Practice
   vii) Diversity
   viii) Resident/Student

16) Research Session
   a. Has typically been two unopposed sessions – trying to highlight the importance of research to AMSSM and original scientific investigations as part of the strategic plan/mission of AMSSM increasing its contribution to the discipline.
   b. Usually 2 hours of research presentations.
   c. Work with Research Committee Chair to organize.

17) Case Studies
   a. Usually in split breakout rooms.
   b. Work with Education Committee Chair to organize.

18) Plenary Sessions
   a. At Program Committee meeting brainstorm potential topics/speakers. Consider what has been done recently and what is “hot.” Review Annual Meeting evaluations from most recent meeting(s) to determine members’ needs and requests.
   b. Remember to consider all ages and sport levels (recreational, college, pro) in your topics.
   c. After selecting a list of topics, identify lectures and speakers. Typically each topic will have a moderator to flesh out potential lectures. However, the moderators should not invite any speakers until their sessions (with its speakers) have been confirmed by the Program Chair.

19) Business Meeting (at least one hour)
   a. Awards
   b. Presidential Address
   c. Incoming President’s Speech

20) Pre-Conference Workshops
   a. Obtain attendance numbers from previous Annual Meeting and review evaluations to determine which workshops to offer again.
   b. Required – Fellowship Forum

21) Poster Sessions
   a. Check with staff about how many posters will fit in display area and the Education (case) and Research Committee Chairs to figure out how many sessions you will need.
   b. Make sure there is a designated time for people to stand by their posters.

22) Exhibit Hall
   a. Recruit vendors and sponsors, with the assistance of the Foundation liaison to the Board.
   b. As an incentive to attend the exhibitor booths, four $250 cash gifts are offered as raffle prizes to those members who turn in a completed exhibitor stamp card. This raffle is conducted during the Business Meeting and members need to be present to win.

23) AMSSM Welcome Reception/party
24) AMSSM Foundation Party
25) Work with staff in development of rolling power-point presentation to run in-between sessions to display the following:
   a. The day’s schedule
   b. Upcoming events (AMSSM Reception, Foundation Reception)
   c. AMSSM Sponsors (gold sponsors are run the most frequently, silver the next, then bronze)
   d. Location and dates of next Annual Meeting
APPENDIX III: Speaker Pearls

Pearls for Presentation at AMSSM
AMSSM provides a forum to foster professional relationships among sports medicine physicians to advance the discipline of sports medicine through education, research, advocacy and excellence in patient care.

AMSSM values our message and mission to lead sports medicine into the future for ALL, regardless of age, gender, ethnicity, physical impairment, religious or political status. In order to reach the largest audience, we have outlined brief points to consider in developing your presentation.

For Speakers and Moderators:
When developing your talks and recognizing your speakers, consider the 4 Cs:
Critical: Is what I am going to state CRITICAL to my message? For example, are the adjectives I choose to define the speaker or the patient critical to my message?
Collaborative: Do my words or levity enhance collaboration among all members hearing my message?
Conscientious: Am I representing objective, supporting materials that will advance the goal of the presentation/session?
Compliment: Will my non-topic images or comments augment or detract from my message?

For Moderators:
• Address all speakers by their title
• Be balanced in what you say about each speaker
• Be objective in your comments about persons and communities
• Consider neutrality when categorizing/naming individuals or groups; utilize an acceptable database for terms
• Consider including facts about their pertinent research, community service and/or clinical experience

For Speakers:
• Be objective in your comments about persons and communities
• Address all fellow speakers equally (preferred by title, take cue from the moderator)
• Include images of diversity in populations represented in presentations as relevant.
• Consider neutrality when categorizing/naming individuals or groups; utilize an acceptable database for terms
• Recognize your audience as diverse in practice and person: speak to all in attendance as if an acceptable news/press quote for all.

Additional Information on Appropriate Terminology can be found below:
Suggested terminology
https://www.healthit.gov/policy-researchers-implementers/section-i-best-available-vocabularycode-setterminology-standards-and

Wikipedia for more information

Appendix IV: Fellows Research & Leadership Conference Timeline & Pointers
Research Objectives:
Upon completion of this course, the participant should be able to:
• Understand basic research principles and methods.
• Become familiar with resources that aid in the construction and implementation of a scientifically sound research project.
• Develop an individual research project that could be implemented during the fellowship training year.
• Network with other fellows in developing research and clinical ties.
Leadership Objectives:
• Recognize the leadership role of a sports medicine fellow.
• Understand the structure of AMSSM and how to get involved.
• Participate in a fellows-only meeting led by the AMSSM Fellowship Class Representative.
• Appreciate the leadership journey of a sports medicine leader.
• Understand the career path of an academic sports medicine physician.

Sports Ultrasound Objectives:
• Describe the principles of sports ultrasound.
• Describe how to perform a systematic and regional musculoskeletal ultrasonographic examination of the knee, shoulder and ankle joints.
• Identify the ultrasonographic appearance of tendinopathy and bursopathy about the knee, shoulder and ankle.

Sports Trauma and Event Medicine Objectives:
• Provide a foundation for understanding issues related to the care of the athlete on the sideline.
• Provide material to create appropriate action plans for sporting venues.
• Network with other fellows, physicians and athletic trainers to obtain skills to care for the injured athlete.

Timeline for Fellowships Research & Leadership Program Committee:

4) The meeting should take place in the last week of July.

5) The coming year Program Chair is selected amongst the subcommittee members during each Fellows Research & Leadership Conference.

6) The Program Chair/Committee are invited to make suggestions for location for the coming year’s meeting but location is determined based on airport access, availability of hotel space, budget and availability of local faculty who can assist with various aspects of the program. The Program Chair is not required to live in the city where the meeting will take place. The AMSSM Board of Directors may meet in conjunction with the conference. Staff will work through these considerations to make final decisions on location/hotel/space with the AMSSM President and Incoming Program Chair.

7) Feedback from the previous year’s meeting should be reviewed in the fall months following the meeting.

8) The Program Chair should work closely with staff to determine the chairs for the STEM and Sports Ultrasound workshops:
   a. The Chair of the STEM workshop is typically chosen by the Program Chair. The Program Chair and STEM Chair will work together to arrange for equipment and local faculty to assist with the ½ day program. (See honorariums below).
   b. The Chair of the Sports Ultrasound workshop needs to be selected in consultation with the AMSSM Sports Ultrasound Committee Chair, ideally a local member who has access to a large number of AMSSM members who can assist as sports ultrasound faculty. (See honorariums below).

9) Program Chair should develop a rough draft of the program at least 6 months ahead of the conference and provide it to the subcommittee members for input. A conference call may be valuable to discuss and consider local speakers in the area to fill in gaps.

10) Final program with confirmed speakers should be submitted to staff by April 1 (in time for the AMSSM Annual Meeting). Registration for the course will open in May each year.

Things every Fellows Research & Leadership Conference Program Chair should know:
9) The conference begins on Thursday afternoon and adjourns by noon on Sunday.
10) Staff will provide the budget that has been approved for the conference by the AMSSM Board of Directors.
   a. Staff will handle all the logistics like arranging meals, breaks, etc.
11) The key budgetary item the Program Chair helps manage is staying within the budget for faculty travel and honorariums.
   i. Research & Leadership sessions (up to $500 – see below)
      1. Core Faculty Honorarium (present a session(s) and lead small groups throughout) - $500
      2. Small Group Leader throughout only - $250
      3. Lecture only - $100
   ii. Ultrasound session - speaker and/or scanning - $100
   iii. STEM workshop - speaker or small group leader - $100
   iv. The maximum total honorarium if assisting with all 3 areas above is $700.
   v. The budget allows for travel expenses for the 8 Core Faculty members who serve on the subcommittee plus the AMSSM Research Director who will also serve as Core Faculty (can lecture and lead a small group). All other faculty should be local. No mileage or parking fees can be reimbursed for local faculty (the honorariums are provided for these purposes).

**Typical Elements that should be included in the AMSSM Research & Leadership Conference**

**Typical Research Sessions**
- Asking the Question: Hypothesis Development
- Study Design
- Conducting Effective Survey Study
- Biostatistics for Sports Medicine (Part I & II)
- Tips for Getting Your Project Through IRB/Human Subjects
- Getting Published
- Getting Study Funded
- Small Group – at least 4 small group meetings to develop a research project & present it

**Typical Leadership Sessions**
- Leadership Keynote(s) from Past AMSSM President or noted AMSSM/sports medicine leader who is local.
- Session on Navigating/Getting Involved with AMSSM
- The Art of Giving a Presentation
- Fellows Meeting – led by AMSSM Fellowship Class Representative
- Jobs Forum

**Intro to Sports Ultrasound Session**
- Allow 6 hours
- Should include hands-on examination time – knee, shoulder, ankle and hands-on basics
STEM Session (Sports Trauma & Event Medicine)
- Allow 4.5 hours

Additional topics/sessions
- Program allows flexibility to include topics subcommittee feels relevant to Fellow members (by utilizing AMSSM Board or faculty who may be attending and/or local faculty) – examples have included Mental Health, Exercise and Psychology, Burnout, Resilience and Wellness in Fellowship (and/or as a Sports Medicine Physician).

Evening social outing(s)/meals as budget allows. Discuss with staff.

APPENDIX V: Committee, Subcommittee, Task Force, and Working Group Structure