

AVSC
Association of Vascular Surgery Coordinators
Steering Committee Information

The AVSC steering committee will be comprised of up to eight members including a President, President-Elect, Secretary, immediate Past President, and three to four Councilors-at-Large.

If you are interested in becoming a member of the AVSC steering committee, please submit:

- 1. A completed application (including a statement of qualifications and willingness to serve on the committee).**
- 2. Current curriculum vitae**
- 3. Letters of support from program director**
- 4. Photo**

Submit all materials by fax, or email to:

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Vascular Administrative Coordinator
231 Albert Sabin Way, ML 0558
Cincinnati, Ohio 45267
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Julie.gulley@uc.edu

To be a member of the steering committee you must:

- 1. Be a member of AVSC**
- 2. Have written support, including financial support, from your program director**
- 3. Be able to attend spring APDVS/AVSC conference and one additional planning session (most likely ACS meeting or SVS meeting)**
- 4. Abide by the following responsibilities:**
 - A. Terms of office:**
 1. President (2-year term)
 2. President-Elect (2-year term)
 3. Secretary (2-year term)
 4. Councilors-at-Large (3-4) (3- year term)
 5. Past President (1 year term)

The President and President Elect shall each hold office for two years or until their successors are duly elected by the membership and may not succeed themselves. The President-Elect, at the end of a two-year term, shall automatically become President.

The Secretary shall hold office for two years or until a successor is elected by the membership and may not succeed himself/herself.

The three to four Councilors-at-Large shall each hold office for three years or until elected to another office of the AVSC.

B. Duties of Officers

1. President:

The President shall preside at all meetings of the AVSC and the AVSC Executive Committee and shall perform all other duties usually associated with the office of President, including the appointment of various committees as set forth in these articles, or as directed by the AVSC Executive Committee and/or the assembled members at regular meetings of the AVSC; and with the aid and advice of the other officers, shall be responsible for developing a program for the regularly scheduled meetings; and as chief executive officer of the AVSC, shall be a member or ex-officio member without vote on all committees.

2. President-Elect:

If the President is absent or unable to act, the President-Elect will perform the duties and exercise the powers of the President and will be a member or ex-officio member without vote on all committees.

3. Secretary:

The Secretary shall prepare and distribute minutes of all meetings of the AVSC; shall maintain the records of the AVSC including a list of all members and their addresses; shall initiate notices of forthcoming meetings and conduct any correspondence deemed necessary by the AVSC and/or the Executive Committee; and shall be a member, or ex-officio member without vote, of all committees.

4. Past President – The Past President shall serve for one year following their term as President. The Past President shall assist the President and executive committee as needed.

C. Committees

Executive Committee:

1. Members of the Executive Committee are the President, the President-Elect, the immediate past President, and the Secretary-Treasurer.

2. The Executive Committee shall generally manage the affairs of the AVSC. During the interval between meetings, it shall serve as the administrative and policy making body of the AVSC. A majority of the Executive Committee shall constitute a quorum for the transaction of business.

3. Meetings of the Executive Committee shall be held at such times and places as may be agreed upon by a majority of the Executive Committee, or in the event of disagreement, as designated by the President.

4. Standing Committees:

Standing Committees are established using members of the AVSC and shall perform such duties and functions as assigned by the President or the Executive Committee of the AVSC. All standing committees shall be composed of members appointed by the President and subject to approval by the Executive Committee.

5. Ad Hoc Committees

Ad Hoc committees may be established from time to time by the President or the Executive Committee, to accomplish specific and limited goals. They may not continue for more than two years without affirmative action by the membership of the AVSC in regular session.

THE INFORMATION AND REQUIREMENTS ABOVE WILL BE DISCUSSED AND REVISED AND/OR APPROVED AT THE INAUGURAL MEETING IN CHICAGO.