

Association of Residency Coordinators in Orthopaedic Surgery (ARCOS)

Mission Statement

ARCOS is a national, independent, professional organization established by and composed of orthopaedic surgery residency and fellowship coordinators to provide an educational resource and an interactive platform for the exchange of ideas to enhance education and to meet ongoing requirements established for orthopaedic surgery residency and fellowship training programs.

A “Coordinator” is defined by the ACGME (PR Ortho II.C) and ARCOS as “a lead administrative person, frequently referred to as a program coordinator, administrator, or as titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty, and other staff members, and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.”

Policies and Procedures

The ARCOS Board of Directors has developed and enacted the following policies and procedures by virtue of the by-laws of the organization. This manual was voted on by the board of directors and made effective on May 18, 2022.

The purpose of this manual is to serve as a reference tool to guide the Board of Directors in the administration of the organization’s operations and to acquaint members with the operations of the organization.

Since it is not possible to anticipate every situation that may arise or to provide information that answers every question, circumstances will undoubtedly require that policies, practices, and procedures change from time to time. Accordingly, the Board of Directors reserves the right to modify any of its policies, practices, and procedures at any time with a majority vote of the Board of Directors vote FOR THE BENEFIT OF THE ARCOS ORGANIZATION.

Membership

Membership is extended to all orthopaedic surgery residency and fellowship coordinators as well as orthopaedic academic professionals.

- Membership belongs to the institution and all orthopaedic coordinators within that **institution under one dues fee**. Each membership has a Primary Member to manage membership dues; additional coordinators are designated as associate members. All members have the same privileges and benefits under this institutional membership
- The membership application is available online at www.arcosonline.org

- Active membership is from January 1 to December 31 each year. Dues not paid by the deadline will result in lapse of membership for all coordinators under the institutional membership. Membership can be instantly renewed via credit card and access to the website restored
- To remain an active member of ARCOS, annual dues must be paid in full by December 31 each year, for the following calendar year.
- All members are invited to attend the ARCOS annual meeting and receive the membership rate

Membership benefits are:

- National Membership: ARCOS is a national professional organization
- Website: Online resources, real-time Online Community for member questions and answers
- Membership Directory: Connect with other coordinators online
- Education: ARCOS offers in person and virtual learning opportunities. The Annual ARCOS meeting is dedicated to orthopaedic coordinator education. Regular virtual sessions geared toward professional development and best practices
- Networking: A current membership of nearly 234 orthopaedic residency and fellowship program coordinators
- Annual Meetings: Held in conjunction with the AAOS Annual Meeting. Meetings are comprised of lectures, discussions, and workshops on the latest changes in program requirements while promoting networking and professionalism among members
- Discounts: Active members receive a discount on the annual meeting registration fee
- Professional Development Presentations: Coordinators have the opportunity to submit an application as a speaker for the Patsi Furr Coordinator Spotlight and present a poster at Annual Meetings
- Full Voting Privileges: Acting members have the opportunity to vote via online platform
- Board of Directors: Acting members have the opportunity to run for open board positions within ARCOS

Membership Dues are currently set at \$275 per Institution.

The ARCOS annual meeting, website, and listserv, are all essential resources for enhancing the careers of our coordinators, thereby improving, and enriching the graduate medical educational experience of our orthopaedic residents and fellows.

Board of Directors (BOD)

The governing body is the Board of Directors, which is responsible for the administration of ARCOS Policies and Procedures, Bylaws, finances, Annual Meeting, and serves as a liaison to our affiliates. Serving on the BOD is a volunteer position, which may or may not be compensated by your institution during your normal working day.

The Board of Directors consists of 11 volunteer members. Each member is elected to a term of five years. This five-year term may be extended as needed, if elected to an executive position. The BOD will consist of six members-at-large elected from membership and the executive board consisting of past president, president, president-elect, secretary, treasurer. A treasurer-elect will be voted in during the last year of the current treasurer's term but remain as a member-at-large until they assume the treasury.

- A call for open Member-At-Large BOD positions will be initiated by the ARCOS Past President, who oversees the election process, via email and the ARCOS website Online Community
- A new member begins their term at the end of the annual meeting from which they were elected until they are replaced by a newly elected member after 5 years
- To serve on the Board of Directors, a member must:
 - Be an active member of ARCOS
 - Have attended at least two ARCOS Annual Meetings prior to applying for an open Member-At-Large position
 - Be the coordinator of an ACGME accredited Orthopaedic surgery residency or fellowship program working in the day-to-day operations of the residency and/or fellowship program. A board member's function is to enhance the educational experiences of membership and to provide a support structure and advocacy forum for coordinators
- To run for a position on the Board of Directors, a member must submit the following:
 - ARCOS application
 - A letter of intent
 - Current curriculum vitae
 - A photo
 - Letter of financial support from their program director and/or chairman to participate in-person at both the plenary in Rosemont, IL, and the annual meetings for the five-year term.
 - Create a short candidacy video for the ARCOS website and briefly speak to membership regarding your candidacy on Wednesday morning at the Annual Meeting during the Presidents Opening Ceremony

All applications will be reviewed by the current BOD to verify that all requirements have been met before a candidate is presented to Membership.

Candidates will be notified by the ARCOS Past President that their candidacy has been accepted and they will be included in the elections during the ARCOS Annual Meeting.

If there are no candidates from the general membership, the term of a current board member who is at the end of their term, may be extended on an annual basis. If an election becomes

necessary, in the event there are more board members wanting to extend their term than positions, a vote of the board of directors will be held anonymously.

Executive Board of Directors

Terms may be extended if a BOD member is elected to the executive board. Executive positions are president, president-elect, secretary, treasurer, and immediate past president. Elections are held only for president-elect, secretary, and treasurer. A president-elect moves to president after two years of service, serves two years as president, and a final two years as past president. Service on the presidential line (president-elect, president, and past president) will entail a six-year commitment.

1. The president, president-elect and immediate past president shall serve a term of two years each
2. The secretary and treasurer shall serve terms of three years each

A call for open Executive BOD positions will be initiated by the ARCOS Past President who oversees the election process via email and the ARCOS website Community Forum.

A newly elected Executive Board member begins their term at the end of the annual meeting from which they were elected until they are replaced by a newly elected member after their term has ended.

- To serve on the Executive Board a board member must:
 - Be an active member of ARCOS Board of Directors
 - Be a member in good standing
 - Serve one year as a member-at-large
 - Be the coordinator of an ACGME accredited Orthopaedic surgery residency or fellowship program working in the day-to-day operations of the residency and/or fellowship program. A board member's function is to enhance the educational experiences of membership and to provide a support structure and advocacy forum for coordinators.
 - Submit:
 - ARCOS application
 - A letter of intent
 - Current curriculum vitae
 - A photo
 - Create a short candidacy video for the ARCOS website and briefly speak to membership regarding your candidacy on Wednesday morning at the Annual Meeting during the Presidents Opening Ceremony

If a current Board Member is promoted during their ARCOS term but is still involved in the day-to-day operations of an orthopaedic residency and/or fellowship, they may be considered for an executive board position. A board with knowledge of day-to-day operations is necessary to provide accurate, up-to-date, educational experiences for Membership. A board member who

leaves the employment of the orthopaedic residency or fellowship must submit their resignation from the board.

All applications will be reviewed by the current BOD members to verify that all requirements have been met before an executive board candidate is presented to membership.

Executive board candidates will be notified by the ARCOS Past President that their candidacy has been accepted and they will be included in the elections during the ARCOS Annual Meeting.

ARCOS does not fund the attendance (travel, etc.) of any BOD members at plenary meetings or the annual meeting. Financial support for the BOD member is acknowledged in the letter of financial support from their program director and/or chairman. ARCOS waives the annual meeting registration fee for all BOD members and Past Presidents. BOD do not receive monetary compensation from ARCOS for their volunteer work.

It shall be the responsibility of all board members to:

- Attend all ARCOS plenary meetings in person and virtual meetings
- Attend the ARCOS Annual Meeting each year in person
- Agree to the terms of and sign the ARCOS Confidentiality Agreement (Addendum A)
- Respond to email and other requests in a timely manner
- Manage and complete their respective duties in a timely manner
- Expected to respond to posts entered on the Community Forum for the edification of our members and the needs of our membership
- Be fiscally responsible stewards of the ARCOS treasury
- Collaborate with fellow board members to develop and coordinate all aspects of the ARCOS Annual Meeting
- Represent ARCOS in a professional manner
- Collaborate for the success of ARCOS as a whole

Terms of Executive Board and Qualifications

- A. The executive board consists of president, president-elect, secretary, treasurer, and immediate past president
- B. The officers shall be elected by a majority vote of active members at the annual meeting, for terms as follows:
 1. The president-elect shall serve a term of two years
 2. The president shall serve a term of two years
 3. The immediate past president shall serve a term of two years
 4. The secretary shall serve a term of three years
 5. The treasurer shall serve a term of three years, including first year as treasurer-elect
 6. The treasurer-elect shall serve a term of one year, overlapping with current treasurer's third year

Board resignations

If a BOD member resigns before the end of their term, it will be at the discretion of the BOD to replace the board member by special election of membership, request an existing BOD member remain on the board to finish the vacated term, or not replace the BOD member until the next Annual Meeting. This decision will be made by majority vote of the BOD.

Removing a BOD member

A BOD member who misses two BOD meetings, whether in-person or virtual, without cause as determined by the executive board, may be replaced by a majority vote of the BOD and Membership. Board meeting dates and times are coordinated in advance to accommodate the schedules of the majority of the BOD members by using an online polling system. After the first infraction, the board member will be given a written warning by the members of the Executive Board. Infractions include missing a meeting unexcused, disengagement, dereliction of duties, and “behavior not fitting the ARCOS brand.”

Behaviors fitting the ARCOS Brand:

- **Professionalism** – “The state or practice of doing one’s job with skill, competence, ethics, and courtesy (dictionary.com)”
- **Respect** – “The state or practice of doing one’s job with skill, competence, ethics, and courtesy (dictionary.com)”
- **Compassion** - Be responsive to the physical, emotional, spiritual, and intellectual needs of all
- **Diversity** - Demonstrate respect and inclusion of all backgrounds, identities, experiences, and perspectives, including but not limited to gender, age, culture, race, religion, disabilities, and sexual orientation
- **Integrity** - Demonstrate fairness, honesty, sincerity, and accountability. Maintain integrity, and respect for others
- **Personal Care and Conduct** - Promote one’s own physical and mental well-being by maintaining healthy lifestyles. They should be attuned to evolving mental or physical impairment, both in themselves and in their colleagues, and take or encourage necessary measures to ensure safety and wellbeing of all
- **Service** - Cultivate selfless contribution for the greater good

Prior to any final step, the member will be given the opportunity to respond in writing to the written warning received by the Executive Board. The Board of Directors will decide to remove the member by popular vote of a quorum of 7 or more members. The final step to removing the board member will be to offer resignation or removal by general membership via majority vote after transparent communication regarding the board concerns and reasoning for dismissal.

Excused absences will include documented illness or injury, passing of a loved one, personal excuse approved by majority vote of the Executive Board.

Resource Organizations

J Robert Gladden Society (JRGOS)

ARCOS is a national, independent, professional organization with full recognition and support of the following:

American Academy of Orthopaedic Surgeons (AAOS) America
Orthopaedic Association (AOA)
Council of Orthopaedic Residency Directors (CORD) Accreditation
Council for Graduate Medical Education (ACGME) American Board
of Orthopaedic Surgery (ABOS)
Association of American Medical Colleges (AAMC)

Reviewed and Revised Dates:

8.9.22 revised

9.9.22 revised



Confidentiality Agreement

Name: _____

Professional Title: _____

E-Mail: _____

Institution/Program Name: _____

Program Address: _____

Home Address: _____

Home Number: _____ Cell Number: _____

I, _____, acknowledge that all documentation of the Association of Residency Coordinators in Orthopaedic Surgery will be kept confidential, including but not limited to the:

- Board Minutes
- Virtual and In-person Meeting Content
- Nominations to the Board
- Membership Lists
- Financial Details not published to the whole membership
- Additional documents and correspondences of ARCOS actions
- Personal applicant data submitted electronically or otherwise to ARCOS including individual application for membership or registration to meetings.
- All users of Zoom are responsible for securing data in Zoom, i.e., ensure proper use of the service, ensure no unauthorized access, modification or destruction of content.
- ARCOS Zoom account is to be used for ARCOS business only and not for personal or institutional use.

By signing this statement, I agree to maintain this confidentiality in every way.

Signature

Date

Revised 8/9/22