



AMERICAN  
**ORTHOPAEDIC**  
ASSOCIATION

### **AOA Leadership Selection Guidance and Scoring Rubric**

The AOA Nominating Committee selects a range of leaders for slated positions that are presented to the AOA membership for vote. The associated scoring rubric is based upon an approved Executive Committee Selection Guidance that provides a competency-based system for awarding points for each candidate.

Each member of the AOA Nominating Committee should complete the scoring rubric for all candidates for slated positions **excluding candidates for ABOS positions.**

Every candidate considered by the AOA Nominating Committee for a slated position should support diversity in orthopaedics.

Each candidate should be scored on a 0-4 point scale for every domain (with a score of “0” equating to no experience in the domain and a score of “4” equating to excellent experience in the domain.)

**Second President-Elect:** The Second President-Elect candidate should have multiple levels of experience in the AOA, as well as a demonstrated commitment to the organization and its mission.

1. Participation in core mission committees (Academic Leadership, Critical Issue, Programming and/or Leadership Development) that are central to the AOA Strategic Plan
2. AOA Executive Committee experience - required (last 5 years desirable)
3. Leadership experience in orthopaedic organizations such as the ABOS, RRC, AAOS, AOS, and subspecialty societies (multiple organization board seats = 4 points)
4. Academic and research achievements
5. Leadership experience in orthopaedic education
6. Participation in AOA Programs/Offerings
7. Active participation as a member of the AOA (at least 3 Annual Meetings in last 5 years attended)
8. Demonstrated ability to lead groups

**Secretary/Secretary-Elect:** The Secretary candidate (including Secretary-Elect candidates) should have some history of experience with the AOA. The Secretary as an AOA Officer should have a demonstrated commitment to the organization and its mission.

1. Participation in Core Mission Committees (Academic Leadership, Critical Issue, Programming and/or Leadership Development) that are central to the AOA Strategic Plan
2. Executive Committee experience preferred (last 5 years desirable)

3. Specific experience with programming and/or critical issues development
4. Active participation as a member of the AOA (at least 3 Annual Meetings in last 5 years attended)
5. Demonstrated ability to lead groups

**Treasurer/Treasurer-Elect:** The Treasurer candidate (including Treasurer-Elect candidates) should have a history of experience in financial arenas. The Treasurer should have a demonstrated commitment to the organization and its mission.

1. History of experience/understanding in financial arenas
2. Participation in Core Mission Committees (Academic Leadership, Critical Issue, Programming and/or Leadership Development) that are central to the AOA Strategic Plan
3. Experience with the AOA Finance and/or Investment Committees, with other not-for-profit, national organization finance/investment committees or with academic departments
4. Executive Committee experience – preferred (last 5 years desirable)
5. Active participation as a member of the AOA (at least 3 Annual Meetings in last 5 years attended)
6. Demonstrated ability to lead groups

**Membership Committee:** The Membership Committee Member will serve multiple years on the AOA Membership Committee and succeed to the Membership Committee Chair position, which is also an Executive Committee position.

1. Active participation as a member of the AOA, including AOA Annual Meeting attendance in the last several years (at least two meetings in the last five years)
2. Participation in other AOA Programs/Offerings
3. Demonstrated ability to lead groups

**Delegate-At-Large:** There are two Delegates-At-Large that serve on the Executive Committee and are slated and elected in alternating years, each serving a two-year term. One of the Delegates-At-Large is required, by the AOA Bylaws, to have been in the Association less than seven years. The second Delegate-At-Large does not have any tenure requirements, as defined by the AOA Bylaws.

1. Diverse experience in organized orthopaedics
2. Leadership and/or committee member-level experience held in the AOA
3. Leadership held in other national orthopaedic societies
4. Active participation as a member of the AOA, including AOA annual meeting attendance in the last several years (at least two meetings in the last five years)
5. Participation in other AOA Programs/Offerings

Approved 3/18/21

Treasurer		Instructions:	
Ongoing Dimensions	Letters of Recommendation/Experience with AOA/Leadership Feedback	Are there any red flags? Yes/No	
	History of Completing Projects	Rate 0-4 (0=lowest, 4=highest)	
	Attention to Detail	Rate 0-4	
	History of Collegial Collaboration	Rate 0-4	
	Leadership Qualities	Rate 0-4	
	Personal Statement	Rate 0-4	
Treasurer Specific Requirements	History of Experience/Understanding in Financial Arenas	Rate 0-4	
	Participation in Core Mission Committees (CORD/Academics, Critical Issues, Programming, Leadership/Fellowships) that are Central to the AOA Strategic Plan	Rate 0-4	
	Experience with the AOA Finance and/or Investments Committees, the Finance/Investment Committees of Other Not-For-Profit National Organizations, or with Academics Departments	Rate 0-4	
	Executive Committee Experience (preferred; last 5 years desirable)	Rate 0-4	
	Active Participation as a Member of the AOA (at least 3 Annual Meetings attended in last 5 years)	Rate 0-4	
	<b>Total Ranking</b>	<b>/40</b>	
Comments			
Any confidential issues, please call <i>[Nom Cmte Chair Name &amp; Number]</i>			

	<b>Second President-Elect</b>	Instructions:	
Ongoing Dimensions	Letters of Recommendation/Experience with AOA/Leadership Feedback	Are there any red flags? Yes/No	
	History of Completing Projects	Rate 0-4 (0=lowest, 4=highest)	
	Attention to Detail	Rate 0-4	
	History of Collegial Collaboration	Rate 0-4	
	Leadership Qualities	Rate 0-4	
	Personal Statement	Rate 0-4	
SPE Specific Requirements	Participation in Core Mission Committees (CORD/Academics, Critical Issues, Programming, Leadership/Fellowships) that are Central to the AOA Strategic Plan	Rate 0-4	
	Executive Committee Experience (considered a requirement; last 5 years desirable)	Rate 0-4	
	Leadership Experience in Orthopaedic Organizations such as the ABOS, RRC, AAOS, AOS, and subspecialty societies (multiple organization board seats = 4)	Rate 0-4	
	Academic and Research Achievements	Rate 0-4	
	Leadership Experience in Orthopaedic Education	Rate 0-4	
	Participation in AOA Programs/Offerings	Rate 0-4	
	Active Participation as a Member of the AOA (at least 3 Annual Meetings attended in last 5 years)	Rate 0-4	
	Demonstrated Ability to Lead Groups	Rate 0-4	
Total Ranking		/52	
Comments			
Any confidential issues, please contact Committee Chair or Kristin Olds Glavin			

	<b>Secretary</b>	Instructions:	
Ongoing Dimensions	Letters of Recommendation/Experience with AOA/Leadership Feedback	Are there any red flags? Yes/No	
	History of Completing Projects	Rate 0-4 (0=lowest, 4=highest)	
	Attention to Detail	Rate 0-4	
	History of Collegial Collaboration	Rate 0-4	
	Leadership Qualities	Rate 0-4	
	Personal Statement	Rate 0-4	
Secretary Specific Requirements	Participation in Core Mission Committees (CORD/Academics, Critical Issues, Programming, Leadership/Fellowships) that are Central to the AOA Strategic Plan	Rate 0-4	
	Executive Committee Experience (preferred; last 5 years desirable)	Rate 0-4	
	Specific Experience with Programming and/or Critical Issues Development	Rate 0-4	
	Active Participation as a Member of the AOA (at least 3 Annual Meetings attended in last 5 years)	Rate 0-4	
<b>Total Ranking</b>		/36	
Comments			
Any confidential issues, please contact Committee Chair or Kristin Olds Glavin			

	<b>Membership Committee Member</b>	Instructions:	
Ongoing Dimensions	Letters of Recommendation/Experience with AOA/Leadership Feedback	Are there any red flags? Yes/No	
	History of Completing Projects	Rate 0-4 (0=lowest, 4=highest)	
	Attention to Detail	Rate 0-4	
	History of Collegial Collaboration	Rate 0-4	
	Leadership Qualities	Rate 0-4	
	Personal Statement	n/a	
Membership Cmte Member Specific Requirements	Active Participation as a Member of the AOA Including AOA Annual Meeting Attendance in the Last Several Years (at least 2 Annual Meetings in the last 5 years)	Rate 0-4	
	Participation in Other AOA Leadership/Course Offerings	Rate 0-4	
	Demonstrated Ability to Lead Groups	Rate 0-4	
<b>Total Ranking</b>		/28	
Comments			
Any confidential issues, please contact Committee Chair or Kristin Olds Glavin			

	<b>Delegate-At-Large</b>	Instructions:	
Ongoing Dimensions	Letters of Recommendation/Experience with AOA/Leadership Feedback	Are there any red flags? Yes/No	
	History of Completing Projects	Rate 0-4 (0=lowest, 4=highest)	
	Attention to Detail	Rate 0-4	
	History of Collegial Collaboration	Rate 0-4	
	Leadership Qualities	Rate 0-4	
	Personal Statement	n/a	
Delegate-At Large Specific Requirements	Diverse Experience in Organized Orthopaedics	Rate 0-4	
	Leadership and/or Committee Member-Level Experience Held in the AOA	Rate 0-4	
	Leadership Held in Other National Orthopaedic Societies	Rate 0-4	
	Active Participation as a Member of the AOA Including AOA Annual Meeting Attendance in the Last Several Years (at least 2 Annual Meetings in the last 7 years)	Rate 0-4	
	Participation in Other AOA Leadership/Course Offerings	Rate 0-4	
<b>Total Ranking</b>		<b>/36</b>	
Comments			
Any confidential issues, please contact Committee Chair or Kristin Olds Glavin			