



FELLOW-IN-TRAINING MEMBERS SECTION NATIONAL REPRESENTATIVES POSITION DESCRIPTIONS

The National FIT Representatives communicate the interests of the FIT Section to the ACAAI Board of Regents (BOR) and keep the FIT Section abreast of relevant information and resources. Both the Senior and Junior FIT Representatives attend the BOR meeting during the ACAAI Annual Scientific Meeting in November. There is also an interim Board meeting in late Spring (usually early June). From time to time, the Board may also convene special strategic planning meetings.

Senior FIT Representative's Duties:

Serves a one-year term as the FIT Section's senior liaison to the BOR and chair of the Section's Executive Committee. This position is automatically filled by the vice chair (Junior FIT Section Representative) upon the completion of their one-year term. Specific responsibilities include the following:

- Attend BOR meetings and participate in conference calls as available; represent FIT perspective and prepare necessary BOR reports.
- Preside at all FIT Section meetings, including the annual business meeting and Executive Committee meetings.
- Work with the staff liaison to appoint members of the Section's Executive Committee and oversee their work.
- Assimilate board review questions prepared by the Section's Executive Committee and edit for content and format according to schedule.
- Write FIT-related articles for College Advantage (the College's quarterly newsletter) and other publications as needed.
- Develop the FIT educational program for the annual meeting; submit an online proposal within the established deadline.
- Facilitate the involvement of FIT members on various College committees.
- Serve as a delegate to the AMA Resident and Fellow Section as available.
- Serve as a FIT representative to the ACAAI House of Delegates.
- Serve as a liaison to the ACAAI New Allergists and Archives Committees.
- Serve on the ACAAI FIT Bowl Planning Subcommittee and attend their in-person meeting (if not competing in the FIT Bowl) at the College's Annual Scientific Meeting.

Junior FIT Representative's Duties:

Serves a one-year term as the FIT Section's junior liaison to the Board of Regents and vice chair of the Section's Executive Committee. This position is elected at the FIT Section's annual business meeting held at the ACAAI Annual Scientific Meeting. Specific responsibilities include the following:

- Attend BOR meetings and participate in conference calls as available; represent FIT perspective and assist in preparing necessary BOR reports as needed.
- Work with the chair and staff liaison to appoint members of the Section's Executive Committee, help oversee the Committee's activities and assume the chair's responsibilities as necessary in their absence.
- Serve as a FIT representative to the ACAAI House of Delegates.
- Serve as an alternate delegate to the AMA Resident and Fellow Section as available.
- Serve on the ACAAI FIT Bowl Planning Subcommittee and attend their in-person meeting (if not competing in the FIT Bowl) at the College's Annual Scientific Meeting.