Qualities and Expectations of the AAO-HNS/F Ethics Committee Chair-elect

The appointed Ethics Committee chair-elect of the AAO-HNS/F is expected to meet the following qualities and responsibilities. As the committee chair-elect, the following document specifically addresses your responsibilities.

General Qualifications of an AAO-HNS/F Ethics Committee Chair -elect

- Have served on the AAO-HNS/F Ethics Committee as a member .
- Be committed to the Academy and its mission, willing to consider the perspectives from all segments and serve the broad agenda and strategic plan of the Academy and all of its members.
- Be willing and able to devote the necessary time throughout the entire appointed term of service for Academy business.
- Possess the highest ethical standards and be recognized and respected by peers as a leader in otolaryngology-head and neck surgery.
- Be free of any significant conflict of interest that would prevent him/her from serving objectively, and disclose all conflicts in advance.
- Serve as a contact for Academy and Foundation inquiries relating to the committee's area of interest.

Responsibilities of an AAO-HNS/F Ethics Committee Chair -Elect

Meetings/Committees

- The Chair-elect will execute all of the duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill his or her term of office; the Chair-elect will become Chair.
- Facilitate an easy transition of leadership, with increased opportunities to engage with committee members.
- Assist the Committee Chair, as requested, in reviewing committee applicants for potential conflicts of interests for committee members and committee chairs.
- Following the completion of his/her term as Ethics Committee Chair, he/she will serve as a consultant to the Ethics Committee for one year.
- Attend all in-person meetings of the committee; represent the committee during other meetings or conference calls as required.
- Carefully review and provide feedback on Committee meeting agenda materials and minutes of the committee.

Vision

- Anticipate change and proactively establish committee direction and/or policies to address issues and meet the needs of Academy members, the profession, and the organization.

Fiduciary Obligations and Governance

- Adhere to the organization's conflict of interest policy by completing and updating a disclosure 30-days prior to each committee meeting and declare any relevant conflicts openly during discussion at the committee meeting.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Under the direction of the AAO-HNS/F Boards of Directors is responsible for assisting in guiding the Academy's interactions with Companies.
- Review all AAO-HNS member disclosure information to aid in the management of conflicts of interest.

Other

- Promote the organization's image by staying informed and representing the Academy to others.
- Establish and approve policies that support the Academy's position.
- Provide support and guidance to staff as needed.
- Recruit and orient future members and leaders.
- Maintain status as a member in good standing and adhere to the Academy's Code of Ethics.
- Treat other Board or committee members and staff with respect and courtesy.

- Perform any duty or responsibility that the Board of Trustees, the Executive Committee, or the President may assign.

Resources

AAO-HNS/F Committee Member Handbook
http://www.entnet.org/AboutUs/policiesandProcedures.cfm