

AAO-HNSF Coordinator for International Affairs

Election and Term of Office:

To serve a single four (4)-year term of office. The coordinator may be re-elected to a second term only after the passage of at least four years from the end of their term. (Sections 4.02 and 4.03).

Role/Authority (as specified in the bylaws of the organization):

Participate as a non-voting member of the Board of Directors as defined in the bylaws and in accordance with the indemnification of its directors and officers (Sections 4.01 and 11.04).

Any five (5) members of the Board may request an unscheduled meeting of the Board, provided that notice is given not less than seven (7) days prior (Sections 4.05; 4.06).

Participate, as assigned by the President, on standing, special, or ad hoc committees of the organization, including the Articles of Incorporation and Bylaws Committee and Audit Committee (Sections 6.02; 6.04 - 6.07).

Specific Duties of the Position:

The Coordinator for International Affairs is responsible for publicizing the Foundation and its educational and research programs and initiatives to colleagues in other countries and actively promoting annual meeting attendance and recruitment and retention of international members. The Coordinator has the specific duties of advocating for international stakeholders to the Board and staff and ensuring that international business strategy aligns with the strategic plan. The Coordinator works to enhance revenues by stimulating international attendance at annual meetings and recruiting members, to develop relations with other national societies through the International Corresponding Society initiative and to oversee the International Visiting Scholars Program.

The Coordinator is assisted by staff of the Member Engagement Business Unit, which acts as a matrix department to work with the Component Relations, Communications, Financial Operations, Education and Meetings, and other departments on the International Outreach Program.

The Coordinator is the Board liaison to and Chair of the International Steering Committee which is composed of 13 Regional Advisors and the chairs of the Humanitarian Efforts, International Otolaryngology, and Panamerican Committees.

The Coordinator is the Board liaison to the Humanitarian Efforts Committee whose mission includes facilitating international efforts related to hearing impairment; fostering outreach initiated by Academy members; and collaborating with international health organizations.

The Coordinator is the Board liaison to the International Otolaryngology Committee (IOC), which serves as an advocate on behalf of non-US members to the Board and staff. The Coordinator serves in an advisory position to the Board and staff on development of international programs, and participates in selection of awardees for international travel grants.

The Coordinator is the Board liaison to the Panamerican Committee, which serves as the voice of the Latin American otolaryngologists. The Coordinator is also the official liaison to the Panamerican Association of Otolaryngology. The staff liaison for these committees is the Senior Manager, International. These committees meet during the Annual Meeting and by teleconference during the year.

- Serve as board liaison to selected committees.(Section 6.02)

The Coordinator presents the Academy message at key international meetings to invite international attendance at AAO-HNSF annual meetings, recruit international members, , and promote AAO-HNSF products and services. The coordinator regularly communicates to international staff the contacts that require follow up.

Working with Development, Corporate Relations, and Exhibit staff, the Coordinator identifies and cultivates key international corporate sponsors and individual philanthropists.

At the Annual Meeting, the Coordinator meets with international delegations to plan joint meetings and discuss collaboration, including honoring guest countries.

- Acts as Master of Ceremonies at the International Dessert Reception and presides at the Global Health Symposium, International Assembly, ICS Leaders Forum, International Speakers Bureau, and Journal Editors brainstorming sessions.
- The Coordinator attends the Humanitarian Forum and First Time Attendees Orientation, and special regional meetings for Africa, Europe, the Middle East, and others as identified.
- The Coordinator visits OTO EXPO international exhibit staff to express Board thanks for participation.

Presents regular progress reports to the Foundation Board.

Performs other duties as assigned by the President.

Responsibilities of All Members of the Board:

- Regularly prepare for and attend in a minimum of two (2) in person meetings per year of the Boards of Directors, as follows:
 - 1-day meeting held the Saturday prior to Annual Meeting
 - 2-day Board Strategic Planning meeting held the second weekend of March
 - 1-day Board meeting held the day following the Strategic Planning meeting
- Participate on conference calls or other meetings as required.
- Carefully review Board and financial reports and follow up on irregularities; request legal counsel or other expert advice.
- Review, be familiar with, and adhere to the organization’s mission statement, strategic plan, bylaws, board policies and other important documents of the organization.
- Protect confidentiality of discussions, particularly when documents are provided under client-attorney privilege or discussions occur during an Executive Session of the Board.
- Adhere to the organization’s Financial and Intellectual Relationship Disclosure Policy by completing and updating a written disclosure 30 days prior to each Board meeting, to include relevant financial relationships with commercial interests and other relationships that could cause private interests to

conflict with professional interests, such as, but not limited to leadership roles with another association, society, journal, or certification body (e.g., ABOto). The submitted statements will become an appendix to each of the Board Agenda books making them a ready reference during the meeting for all attendees. Furthermore, it is the responsibility of each Board member to declare any relevant conflicts openly during discussion at the Board meeting and prior to vote on any agenda item for which the member has a real and or potential conflict of interest or financial relationship.

- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Complete an annual Board self-assessment.
- Be reimbursed for travel expenses in accordance with the Academy's policies and provided that the Board member satisfies the requirements for participating in the meeting.

General Expectations:

- Understand and accepts the fiduciary responsibilities of a Board member.
- Actively participate in deliberations and exercise care in decision-making.
- Have an email address and web access to obtain necessary Board documents and participate in online community forums.
- Promote the organization's image by generally stay informed and representing the Academy to others.
- 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.