

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 Research and Quality Improvement coordinates the research and quality/patient safety efforts of the Foundation (Section 6.02) with particular attention to aligning research, quality and related education and projects with lifelong learning and performance in practice
- Informs the Board of Directors (BOD) of current research and quality/patient safety related issues and activities, raises level of awareness of all research activities of the Foundation to the BOD (Section 6.02)
- Establishes, in concert with the Research Advisory Board, the Advisory Council on Quality, and the Research Steering Committee (chairs of CORE grants, OREBM, and PSQI), and the Senior Director Research, Quality, and Health Policy, priorities for the Foundation (Section 6.02)
- Specific duties of the Coordinator include facilitating Foundation research and quality/patient safety efforts, as directed within the planning of the CORE grants, OREBM and PSQI committees. Activities of these committees include CORE grants program administration and evaluation; clinical and outcomes research; research network infrastructure; clinical practice guidelines; surveys and data registry projects; and reviewing and approving manuscripts reporting the results of research conducted by the Foundation prior to presentation to the BOD for approval (Section 6.02)
- Serves as the Foundation's Chair for the the Research Steering Committee; serves as Board Liaison to selected research-related committees; and recommends committee appointments to the President-elect (Section 6.02)
- Participates in development of external private and corporate research funding sources and efforts to expand the Research Endowment Fund (Section 6.02)

- Coordinator is supported by the Research Advisory Board consisting of 10 members and ex-officio members representing internal AAO-HNSF constituencies (i.e. BOG, ABOto, ARO, Clinical/Basic, etc.) and external constituencies (i.e. NIDCD, outside industry) and the Advisory Council on Quality consisting of The staff liaison are the Senior Director Research, Quality, and Health Policy. (Section 6.02);

Responsibilities of All Members of the Board:

- Regularly prepare for and attend in a minimum of two (2) in person meetings of the Boards of Directors per year, 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 of Directors meeting held the day following the Strategic Planning meeting
- Participate on conference calls or other meetings as required.
- May submit written informational or discussion reports to the Board for consideration at Board meetings. These reports may summarize official activities in which the individual has been involved or be used to raise a new issue or action to be considered by the Board.
- 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 accept 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.

Specific Duties: Steering Committee Chair

- As Chair of one or more Steering Committees, serve as the primary representative for a group of like-minded Academy or Foundation committees to the Board.
 - Meet during the Annual Meeting to share and review committee work plans, annual progress reports, and all committee action items to eliminate duplicative efforts and ensure that all goals are aligned with the strategic plan.
 - Work with assigned staff liaison to compile a meeting agenda and complete meeting minutes.
 - Report to the Boards of Directors any committee actions items, acting as the committee's advocate and explain the reason the committee has brought a matter to the Boards' attention.
 - Report to the Chair and/or members any actions by the Board of Directors that would affect the performance of the committee.
 - Not required, but are encouraged to attend committee meetings within their steering committee cluster and assist the committee with any Board-assigned tasks.
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