



### **Election and Term of Office:**

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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):**

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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).

### **Specific Duties of the Position:**

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The Coordinator for Socioeconomic Affairs (CSA) is responsible for developing and maintaining programs that support and provide socioeconomic answers to health policy issues and assist our members with the socioeconomics of medicine.

Specific areas of responsibility include:

- private sector advocacy in third party reimbursement
- coordinating the Academy's efforts to influence the CPT coding and RVS systems through work with the Academy's Members and Advisors on the AMA's CPT Editorial Panel, the Relative Value Update Committee (RUC), and the RUC's Practice Expense Review Committee (PERC).

Specific attention is given to Medicare physician payment policy as it affects the specialty of ORL-HNS. The CSA works closely with the Government Affairs Business Unit and Health Policy department to achieve these directives. This is a five year commitment as the candidate will spend a year shadowing the current Coordinator and four years in the position. The CSA also serves as co-chair of the Physician Payment Policy Work Group (3P). Candidates should have both experience and passion for these areas, and a visionary approach to ensure that the socioeconomic interests of members are well-served.

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

### **Responsibilities of All Members of the Board:**

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- 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
  - 3-day Board Strategic Planning and Board meetings held the second weekend of March
- 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:**

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- 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.