



As an elected member of the AAO-HNS/F Boards of Directors, the role of the President-Elect is to provide the Board with perspectives that represent the varying interests and concerns of the general membership of the Academy.

Election and Term of Office:

- One year term, followed by one year as President and one year as Immediate Past President.

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

- Perform the duties and exercise the powers of the President in the absence or disability of the President and shall perform such other duties as shall be prescribed from time to time by the Board of Directors.

Yearly Time Commitment of the President-Elect:

- Attend a 2-day association leadership workshop with the EVP/CEO (preferably in October).
- Participate in a 2-day strategic planning meeting, an Executive Committee meeting and a 1-day Board meeting held the second weekend in March in Alexandria, VA.
- Attend designated meetings/events during the Annual Meeting, including but not limited to the Executive Committee and Boards of Directors meetings, and rehearsal for the Opening Ceremony (2-3 days).
- Participate in a monthly Executive Committee conference call held the second Tuesday evening of each month at 8PM/ET (1-2 hours per mo/per call, plus 1-2 hours prep time per mo).
- Participate in regularly scheduled briefing calls with President and EVP/CEO (approximately 30-min to 1 hour per call/calls held weekly or biweekly, based on the President's availability).
- Participate on Executive Committee email discussions (1-2 hours per month, depending on necessity).
- Serve as appointed on Board committees, task forces, or ad hoc working groups (8-10 hours year).
- Preparation for Board meetings/conference calls (reading materials in advance of the meetings/calls; 3-5 times per year for a total of 8-10 hours).
- Participate on Board conference calls typically held at 8PM/ET (approximately 1-2 per year; 1 hour each).
- Be available via email to respond timely to Board related discussions (for a total of 2-3 hours per mo).
- Complete Board surveys as requested (3-5 per year for a total of 6-8 hours).

- As incoming President, attend the Nominating Committee's (NC) September meeting as a guest (meeting held immediately following the Boards of Directors meeting held during the AAO-HNSF Annual Meeting; 1 hour prep time).

Responsibilities of the President-Elect:

- The President-Elect shall succeed to the office of the President upon the completion of his or her term.
- 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.
- Name his or her nominees for committee positions, including committee chairs, for which he or she will have nominating responsibility. These appointments should be made and which shall become vacant immediately following the next annual meeting of the Foundation. (2 days/travel to AAO-HNS required)
- Coordinate the various Academy committees by annually (a) reviewing the charges to committees, (b) considering whether existing committees continue to serve a useful function, and (c) considering whether new committees are needed. The President-Elect shall report any recommendations for changes thereto to the Boards of Directors.
- Deliver remarks at the Academy Business Meeting (optional).
- Serve as Board of Directors liaison to selected committees.
- Perform other duties as assigned by the President.
- 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.