



*As the Chair of the AAO-HNS/F Boards of Directors, the role of the President 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:**

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

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

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- Shall be the Chairman of the Academy and Foundation Boards of Directors and shall see that all orders and resolutions of the Boards of Directors are carried into effect. (5.03)
- Shall preside at all meetings of the Boards of Directors and the Executive Committees at which he or she shall be present; he or she may delegate this duty to the President-Elect if he or she shall see fit. (5.03 and 6.01)
- Shall be an ex-officio member of all committees of the Board and other committees of the Academy and Foundation; however, the President shall not be an ex-officio member of the Nominating Committee. (5.03)
- Shall have no vote on said committees, except that the President shall have a vote on the Executive Committees. (5.03)
- With Board approval, shall have the authority to establish and appoint ad hoc committees and to confer upon each duties and authority deemed necessary and appropriate. (6.06)
- Shall appoint and designate a chair for an Ad Hoc Search Committee no less than 18 months but no more than 24 months before each incumbent Coordinator's term expires. (6.07)
- May request a meeting of the Academy or Foundation Board. (A.4.05, F.4.04)

### **Yearly Time Commitment of the President:**

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- Participate in the preparation of agendas and lead a 2-day strategic planning meeting; chair the Executive Committee meeting and a 1-day Board meeting held the second weekend of March (Thursday-Sunday) in Alexandria, VA.
- Work closely with EVP/CEO and designated staff on details related to the Opening Ceremony held at the Annual Meeting (approximately 20-30 hours).
- Attend designated meetings/events during the Annual Meeting (4-5 days), including but not limited to meetings of the Executive Committee and Boards of Directors.
- Participate in the preparation of the monthly Executive Committee conference call agenda; calls held the second Tuesday of each month at 8PM/Eastern (2-3 hours per month).
- Participate and/or lead Executive Committee email discussions (1-2 hours per month, depending on necessity).
- Preparation for Board meetings/conference calls (reading materials in advance of the meetings/calls; 2 times per year for a total of 18-20 hours).

- Participate on and lead Board conference calls, typically held at 8PM/ET (approximately 1-2 per year; 1 hour each).
- Represent the AAO-HNS/F at designated specialty meetings (travel required; may consist of weekdays and/or weekends; 5-6 trips per year/1-2 days each).
- Regularly scheduled briefing calls with EVP/CEO and President-elect (approximately 30-min to 1 hour per call/calls held weekly or biweekly, based on the President's availability).
- Provide monthly column for publication in the *Bulletin* (12 articles/2-3 hours per month)
- Complete Board surveys as requested (3-5 per year for a total of 8-10 hours).
- Respond to and/or generate emails on AAO-HNS/F related matters to various staff and Board members as needed (1-2 hrs/week)
- Confer with EVP/CEO regarding various membership grievances (5-10 hrs/year)
- As Immediate Past President, serve as Chair, Nominating Committee (NC); attend 2 NC meetings per year (immediately following the Boards of Directors meeting held during the AAO-HNSF Annual Meeting and on the second Saturday of January in the AAO-HNS headquarters in Alexandria, VA); lead any NC conference calls that are needed (2-3 hours initial prep time / 2-3 hours conference calls w/staff; 2 days travel)

### **Responsibilities of the President:**

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- Be knowledgeable about the Academy's mission and strategic plan; be an ambassador for the Academy and the Foundation.
- 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.
- Act as a spokesperson for the Academy and the Foundation.
- Preside at all meetings of the Boards of Directors, Executive Committee, Academy Business Meeting and the Foundation Annual Meeting Opening Ceremony at which he or she shall be present; he or she may delegate this duty to the President-Elect if he or she shall see fit.
- Meet with the leadership of other societies involved with otolaryngology as needed.
- When invited give reports at meetings of the AAO-HNS Board of Governors.
- Give remarks as requested at the annual Leadership Forum of the AAO-HNS and other Academy/Foundation meetings.
- Select guest countries for the Foundation Annual Meeting; work collaboratively with staff on planning for specific aspects of the Foundation Annual Meeting.
- Choose recipients for Presidential Citations.
- Select the Conley lecturer.
- Respond to correspondence directed to the office of the President.

- Make every attempt to respond timely and to meet deadlines.
- Contribute monthly to the *Bulletin*.
- 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.