

# Board of Governors Region Tool Kit

The Board of Governors (BOG) is made up of local, state, national, and specialty otolaryngology-head and neck surgery societies. The **BOG functions as a grassroots advisory body** to the AAO-HNS Board of Directors (BOD).

### **Representation in the BOG**

**Each affiliated BOG society has three (3) designated positions to the BOG – Governor, Legislative Representative, and Socioeconomic & Grassroots (SEGR) Representative.** The Governor is the designated individual permitted to vote on behalf of their respective society on matters before the BOG. In the event that the Governor is not in attendance at a meeting of the BOG (spring or fall), an Alternate Governor (Leg Rep or SEGR Rep) can vote on the Governor's behalf.

### **Duties of BOG Representatives**

BOG member society representatives are expected to serve as the bridge between the individual society and the AAO-HNS. In their liaison role, these individuals are primarily responsible for **communicating and coordinating** information and requests to/from BOG leaders and society members.

The BOG Governors/Alternate Governors are expected to attend the BOG General Assembly during the fall annual meeting and Leadership Forum & BOG Spring Meeting. In addition, the Governor, Legislative, and SEGR Representatives are invited to attend their respective BOG committee meetings during the spring and fall meetings. The Legislative Representative is also asked to participate in a legislative affairs conference call in June and respond to/distribute AAO-HNS legislative "calls to action" throughout the year.

### **Regional Representatives**

To enhance and facilitate communications, the BOG reorganized itself into **ten (10) geographic regions**. Each region has an appointed representative to the BOG SEGR Committee. These enhancements are particularly helpful in states with inactive or new BOG societies. In addition, a **specialty society task force** has been added to the 10 regional representatives to foster specialty unity and coordination. As issues arise within BOG societies, we encourage the Governor, Legislative Representative, and/or SEGR Representative to reach out to these regional reps, as well as to collaborate with BOG Executive Committee leaders.

### **Benefits of BOG Representation and Participation**

Highlighted below are a few **value-added benefits** associated with the BOG and its efforts on behalf of AAO-HNS members:

- Established Legislative Affairs and SEGR committees
- Relationship with the AAO-HNS Physician Payment Policy (3P) Workgroup
- Regional representatives
- Specialty society taskforce to foster unity
- Voting representation on the AAO-HNS BOD Executive Committee and BOD
- Strength in numbers

## **BOG Committees**

**All AAO-HNS active members are eligible to apply to become a member of a BOG committee or attend BOG Committee meetings.** Committee appointments are done on an annual basis and appointed by the BOG Executive Committee in consultation with the Chair and Vice Chair of the respective committee.

The following BOG committees are open for members to apply during the annual committee applications process (2-year terms):

- ***BOG Legislative Affairs Committee charge:*** *The committee shall be charged with defining and coordinating the BOG Legislative Representative's role in disseminating information to their respective local, state, and national BOG societies regarding AAO-HNS legislative and political initiatives. The committee shall work with the AAO-HNS Legislative Advocacy team to keep members informed of key legislative issues impacting otolaryngology-head and neck surgery and encourage member engagement in the specialty's grassroots efforts and outreach to lawmakers.*
- ***BOG Governance and Society Engagement Committee charge:*** *The committee shall be charged with periodic review of the Rules and Regulations, regular review of constituent and provisional societies, the proposal of revisions or new regulations when deemed desirable, the selection of the Practitioner Excellence and Model Society Awardees and development of tools for the use of BOG member societies to facilitate and optimize their formation, organization, operation and engagement with the BOG.*
- ***BOG SEGR Committee charge:*** *The committee shall represent the concerns of the practice of otolaryngology – head and neck surgery. It shall identify and assess problems; advise the Board of Governors regarding government regulations and other third party actions that impact the practice; promote public relations activities; and review proposed resolutions for the Board of Governors.*

## **Job Descriptions for SEGR Members and Representatives**

### **Socioeconomic & Grassroots (SEGR) Committee members**

- Attend the annual fall meeting and spring meeting (recommend 3/4 meetings)
- Participate in SEGR Committee calls ( 2/3 calls)
- Become a Regional Rep or participate in an ad hoc committees as needed
- Mentor Young Physicians and/or Resident and Fellow members
- Be aware and active in following socioeconomic issues locally, regionally, and nationally
- Participate in developing the programs for the fall and spring meetings
- Help to circulate, publicize, and encourage completion of the annual polls
- Answer all emails from the BOG and the Chair of the Committee
- Help to reach out to societies which are dormant, and societies which are not sending reps to the meetings, and encourage their engagement

### **Socioeconomic & Grassroots (SEGR) Representatives from BOG Specialty Societies**

- Circulate communications from the BOG and the SEGR Committee on socioeconomic issues
- Encourage Society members to become active participants in the SEGR
- Help to circulate, publicize, and encourage completion of the annual SEGR polls
- Communicate any new socioeconomic problems and issues to the SEGR Committee leadership
- Attend and participate in the fall and spring SEGR Committee activities as non-voting observers
- Help to answer questions from the AAO-HNS, BOG and SEGR committee as issues arise

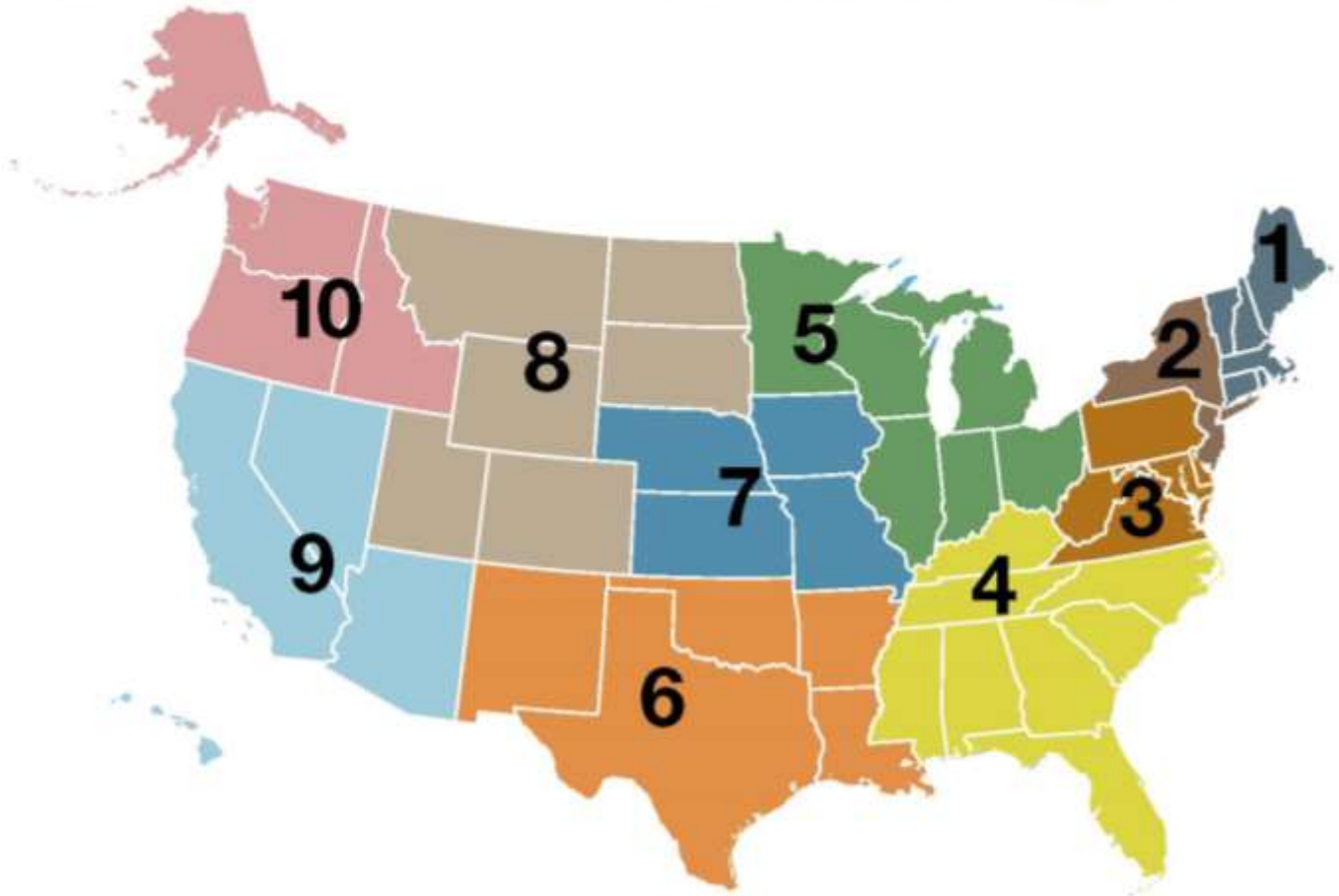
### **Regional Representatives**

- Be fully engaged participants and voting members of the SEGR Committee
- Contact all of the state and local societies within their regions at least 3 times a year
- Help to circulate, publicize, and encourage completion of the annual SEGR polls
- Help to identify local trends within their regions
- Help to circulate problems and solutions from other regions
- Participate in all SEGR Committee meetings and phone conferences
- Be first in line for advancement in leadership roles
- Help to develop the fall and spring SEGR meetings
- Present Regional reports at the Fall meeting, and Regional updates on the quarterly SEGR conference calls



AMERICAN ACADEMY OF  
OTOLARYNGOLOGY-  
HEAD AND NECK SURGERY

# BOG Regions



## Region 1

Connecticut, Maine, Massachusetts,  
New Hampshire, Rhode Island, Vermont

## Region 2

New Jersey, New York, Puerto Rico,  
U.S. Virgin Islands

## Region 3

Delaware, District of Columbia, Maryland,  
Pennsylvania, Virginia, West Virginia

## Region 4

Alabama, Florida, Georgia, Kentucky,  
Mississippi, North Carolina, South Carolina,  
Tennessee

## Region 5

Illinois, Indiana, Michigan, Minnesota,  
Ohio, Wisconsin

## Region 6

Arkansas, Louisiana, New Mexico, Oklahoma,  
Texas

## Region 7

Iowa, Kansas, Missouri, Nebraska

## Region 8

Colorado, Montana, North Dakota,  
South Dakota, Utah, Wyoming

## Region 9

Arizona, California, Hawaii, Nevada

## Region 10

Alaska, Idaho, Oregon, Washington

## Regional Representatives

### **Region 1**

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### **Region 9**

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### **Region 10**

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### **Specialty Representative**

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## BOG Society Report Form

To keep your society in good standing with the BOG and the AAO-HNS, you are ***required*** to complete the BOG Society Report Form at least once/year. Completing this form facilitates communication with the Academy and among BOG societies.

The information that your society provides to BOG staff is a snapshot of your individual society leaders and illustrates that your society continues to be an active and viable component of our grassroots network.

[Click here](#) to view what we currently have on record for your state or national society in the drop downs.

[Click here](#) to complete the form under “Update Your BOG Society Information.”

## BOG Awards

The BOG Awards will be presented at the BOG General Assembly during the AAO-HNS Annual Meeting & OTO EXPO<sup>SM</sup>.

The **Model Society Award** recognizes outstanding local/state/regional societies that exhibit effective leadership. [Click here](#) for additional information.

The **Practitioner Excellence Award** recognizes the prototypical clinical otolaryngologist one wishes to emulate. The Practitioner Excellence Award is open to AAO-HNS members in good standing and requires that within the past 10 years, the doctor nominated has practiced medicine in an exemplary manner and is sought out by other physicians because of their personal and effective care. In addition to his or her clinical skills, the nominee must possess one or more of the following attributes: civic leadership; charitable activity; leadership involvement with local, state, regional, or national medical organizations; community education; or engagement in local civic and/or community activities. [Click here](#) for additional information.

For additional information about the BOG, visit [www.entnet.org/bog](http://www.entnet.org/bog)  
contact BOG staff at [bog@entnet.org](mailto:bog@entnet.org).