



AMERICAN ACADEMY OF  
OTOLARYNGOLOGY–  
HEAD AND NECK SURGERY

Position Description for:

## **AAO-HNS Coordinator for Practice Affairs**

### **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 Practice Affairs (CPA) is responsible for developing and maintaining programs that support and provide practice management related answers to health policy issues. The Coordinator will spearhead collaborative efforts with other specialty societies on priority payer reimbursement issues.

Specific areas of responsibility include:

- private sector advocacy in third party reimbursement,
- providing input on related educational programs for the Annual Meeting,
- and other business of medicine related issues identified by the Health Policy department

In addition, the Coordinator is responsible for publishing periodic practice management articles for the Academy *Bulletin*. The Coordinator will work closely with the Coordinator for Socioeconomic Affairs, to ensure a high quality programs for delivery to both the Board of Governors and Board of Directors. The Coordinator will act as BOG Liaison to the Socioeconomic and Grassroots Committee and the Residents and Fellows Committee. This is a five-year commitment as the candidate will spend a year shadowing the current Coordinator and four years in the position. The CPA also serves as co-chair of the Physician Payment Policy Work Group (3P).

The CPA receives an annual stipend while in office. This is paid per quarter at the beginning of each quarter. This rate is set by the Board, subject to change annually, and effective for the Academy's Fiscal Year of July 1 – June 30. The Coordinator is expected to submit receipts for all costs incurred as related to office expenses. Reimbursement for travel and related expenses, as indicated in Section 11.04, is paid as incurred and is not considered an office expense.

- 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

- 2-day Board Development and Strategic Planning, 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 conflict of interest policy by disclosing and managing prior to and during each Board meeting any real or potential conflicts of interest, including relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Be familiar with the organization's Board Standards and complete an annual self-assessment.

### **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.