



American Academy of Otolaryngology—Head and Neck Surgery

## **ELECTED OFFICER CANDIDATE APPLICATION FORM**

Elected Officers (select only one):

- Chair-Elect:** One-year term\*: 10/1/18 to 09/30/19  
\* Three-year time commitment as this individual advances to Chair for one year and then to Immediate Past Chair for one year.
- Member-at-Large:** Two-year term: 10/1/18 to 09/30/20
- Information Officer/Secretary:** Three-year term: 10/1/18 to 09/30/20

**Submission Deadline: Thursday, July 12, 2018**

### OFFICER APPLICATION

**REQUIRED:** Candidate Name: \_\_\_\_\_

**REQUIRED:** AAO-HNS Member ID: \_\_\_\_\_

**REQUIRED:** Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

**REQUIRED:** List previous involvement within the AAO-HNS:

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**REQUIRED:** List other relevant experience:

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**REQUIRED:** Personal statement limited to one paragraph highlighting contributions and skills pertinent to the position for which you are applying.

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Please include an abbreviated CV and submit the application via email to [wio@entnet.org](mailto:wio@entnet.org) no later than Thursday, July 12, 2018



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## **CANDIDATE POSITION DUTIES**

### Chair

The Chair will preside at all meetings of the WIO Section and will report on the recommendations and actions of the Section to the AAO-HNS/F Boards of Directors. The Chair, or her designee when no other designated officer is available, will attend meetings of the AAO-HNS/F Boards of Directors as a non-voting guest and will represent the Section in public and private forums. The Chair will maintain the integrity of the Section, and will be responsible for executing all initiatives on behalf of the Section. The Chair will oversee the Annual and Spring Meeting activities of the Section. The Chair is a voting member of the WIO Governing Council (GC) and must be available to lead the GC's quarterly conference calls. The term of office of the Chair will be one year.

### Chair-Elect (1 position open)

The term of office of the Chair-Elect will be one-year. The Chair-Elect will execute all of the duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill her term of office, the Chair-Elect will become Chair and serve the remainder of the term plus her own term. Otherwise, the Chair-Elect will become Chair at end of her term as Chair-Elect. The Chair-Elect is a voting member of the WIO GC and must be available to participate on quarterly conference calls.

### Immediate Past Chair

Serving as the Immediate Past Chair, the Chair will remain a member of the WIO GC for an additional one-year term following her term as Chair. The Immediate Past Chair will be responsible for increasing membership of the Section and encouraging active participation by Section members. The Chair or Chair-Elect may delegate duties to the Immediate Past Chair on a temporary basis. The Immediate Past Chair is a voting member of the WIO GC and must be available to participate on quarterly conference calls. The Immediate Past Chair serves as the Chair of the WIO Nominating Committee.

### Information Officer/Secretary (1 position open)

The Information Officer/Secretary, with the assistance of Academy staff, is responsible for the record keeping for section activity, the establishment and maintenance of section communications, and the maintenance of a current membership database. The Information Officer/Secretary shall serve on the Communications Committee. The term of office of the Information Officer will be two years.

### Members-at-Large (1 position open)

The Members-at-Large serve as liaisons between the WIO Section and such other organizations as the GC deems appropriate. The Members-at-Large, with the assistance of the WIO Section Program Committee, will coordinate the planning for the Annual and Spring Meetings. The Members-at-Large may also be asked to perform additional tasks as assigned by the Chair. The Members-at-Large are voting members of the WIO GC and must be available to participate on quarterly conference calls. The term of office of the Members-at-Large will be two years, with staggered terms such that one is elected each year.

### Treasurer/Financial Officer

The Treasurer/Financial Officer shall be the chair of the WIO Endowment Committee and will work closely with the Foundation Board of Directors to provide oversight and approval for the WIO Endowment Committee. The Treasurer/Financial Officer, working with Foundation staff, shall provide an annual report to the Academy membership detailing the WIO's financial status and the activities of the WIO Endowment Fund. The WIO Treasurer/Financial officer also serves as a member of the AAO-HNS/F Finance and Investment Subcommittee (FISC) to further collaboration between the FISC, the WIO Endowment Committee, and the AAO-HNS/F Executive Committee/Boards of Directors. The FISC term of office shall coincide with her three-year term as the WIO Section's Treasurer/Financial Officer.