



Election and Term of Office:

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.

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

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.

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.

Participate, as assigned by the President, on standing, special, or ad hoc committees of the organization, including the Articles of Incorporation and Bylaws Committee and Audit Committee.

Specific Duties of the Position:

Lead the development and execution of AAO-HNS/F education strategy in support of AAO-HNS/F mission to empower otolaryngologists-head and neck surgeons to provide the best patient care.

The ideal candidate will possess an innovative and thoughtful perspective on the education needs of members and be able to use that perspective to design dynamic, engaging, and valuable education experiences for all audiences.

Specific duties of the Coordinator include:

- Review, prioritize and provide oversight to all Foundation education activities and knowledge resources and collaborate with the Specialty Society Advisory Council, and Annual Meeting Scientific Program and Instruction Course Advisory Committees, and Research and Quality Committees to ensure overall education efforts address gaps in care in otolaryngology-head and neck surgery.
- Oversee identification, development, promotion, and evaluation of quality continuing professional development (CPD) activities for physicians and physician extenders using appropriate adult learning principles and learning technologies that promote effective and lifelong learning.
- Lead the Foundation Education Steering Committee and the eight education committees and partner with the Education and Meetings Business Unit staff to ensure Foundation education activities and knowledge resources meet quality standards.
- Cooperate with the American Board of Otolaryngology through performance improvement measures such as Maintenance of Certification and patient quality and safety expectations. Regularly review, assess, and update, or retire existing education products when appropriate based on participant evaluation and outcomes data.
- Develop new education products based on identified gaps in care, member needs, and best practices in education.

- Provide leadership in promoting education products that utilize the best eLearning methods centered on performance improvement efforts such as skills training and simulation.
- Maintain and enhance compliance with the ACCME accreditation standards to provide continuing medical education credit for physician members and activity participants.
- Address otolaryngology-head and neck surgery education needs in primary care, allied health, residency, fellowship, and medical school, providing content directly and through partnering organizations.
- Chair the Education Steering Committee (ESC). The ESC:
 - Is charged to design, develop, implement, and evaluate education activity and knowledge resources that fulfill the CPD mission of the Foundation to maintain the Foundation's national accreditation to provide CME activities (directly or jointly sponsored) for physicians; and to coordinate the core curriculum of the Foundation.
 - Consists of the chairs of the eight (8) education committees and 2-4 consultants as appointed by the coordinator. The eight education committees are:
 - Core Otolaryngology and Practice Management Education Committee;
 - Facial Plastic and Reconstructive Surgery Education Committee;
 - General Otolaryngology Education Committee;
 - Head and Neck Surgery Education Committee;
 - Laryngology and Brochoesophagology Education Committee;
 - Otology and Neurotology Education Committee;
 - Pediatric Otolaryngology Education Committee;
 - Rhinology and Allergy Education Committee.
 - Will also be responsible for the review, validation, and approval of requests to survey the AAO-HNS membership on topics related to continuing professional development, as assigned.
 - Is supported by staff liaison(s) for the Education Steering Committee which include the Director, Education with additional administrative support provided by the Education Coordinator (staff position). Executive Leadership Team staff support is provided by the Senior Director, Education & Meetings.
 - Coordinator recruits future candidates and members and make nominations to education committees.
- Serve as board liaison to selected committees.
- Serve on Science and Educational Committee.
- Serve as AAO-HNSF liaison with the American Board of Otolaryngology for Maintenance of Certification.

Responsibilities of All Members of the Board:

- Regularly prepare for and attend two (2) in person meetings of the Boards of Directors per year, as follows:
 - 1-day meeting held the Saturday prior to Annual Meeting
 - 3-day Board Strategic Planning and Board meetings held 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 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.
- Be aware of and adhere to the organization’s policy of strict compliance with federal and state antitrust laws.
- Complete an annual Board self-assessment.
- 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.

General Expectations:

Understand and accept 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.