



**AAO-HNSF
Coordinator for Instruction
Courses**

Election and Term of Office:

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.

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.

Specific Duties of the Position:

The Coordinator for Instruction Courses is primarily responsible for the development and oversight of the Annual Meeting Instruction Course program, a core education activity of the Foundation of financial significance to the AAO-HNS/F. The Coordinator will work closely with the Coordinator of the Scientific Program and the Coordinator of Education for seamless integration of the education activities of the Foundation. The Coordinator works in conjunction with the Education and Meetings Business Unit with support from other Business Units. The Coordinator is supported by the Instruction Course Advisory Committee consisting of 15 members, consultants, ex-officio members and liaisons. The staff liaison is the Director of Meetings and Exhibits. Specific duties of the Coordinator include:

- Chair the Instruction Course Advisory Committee (ICAC), which is charged with advising and assisting the Coordinator for Instruction Courses in their responsibilities for organizing the Annual Meeting Instruction Course program. The Committee will also aid in evaluating and assessing current programs and recommend changes as deemed necessary.
- ICAC meetings take place twice a year. One meeting is held at the Annual Meeting on Tuesday morning. The second meeting is held in Alexandria in the first quarter. Conference calls and web conferences are scheduled throughout the year as necessary.
- Communicate regularly and work collaboratively with the Coordinator for Scientific Program and Coordinator for Education to integrate the overall education program of the Foundation.
- Serve on the Science and Educational Committee.
- Serve as board liaison to selected committees.

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 meeting 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.