

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

- The Editor of the Foundation's scientific publication, if any, shall be appointed by the single member (AAO-HNS) for a four-year term, and he or she shall have such duties and responsibilities as may be prescribed by the Board. He or she may be re-appointed to one successive four-year term to serve a total of two consecutive terms for eight years. If an individual shall serve two successive terms as Editor, he or she may not be re-appointed to the position as Editor for a period of four years (Section 5.06).
- The Editor serves as an ex officio member of the Board of Directors without vote (Section 4.02).
- The Editor participates on the Scientific and Educational Committee (Section 6.03).

Specific Duties of the Position:

- Be responsible for the scientific content of the journal, maintaining and enhancing the journal's high standards for authoritative, innovative, and top quality research.
- Monitor and ensure the fairness, timeliness, thoroughness, and civility of the peer-review editorial process.
- Evaluate all manuscripts considered for publication to make certain that each provides the evidence readers need to evaluate the authors' conclusions and that authors' conclusions reflect the evidence provided in the manuscript.
- Work with the publisher and editorial staff at the Academy to publish and promote the journal and otherwise further the journal's mission.
- Evaluate and select associate editors, editorial board members, and top ten reviewers.
- Identify emerging areas of importance in the otolaryngology field and solicit articles from authors doing the best work in these areas.
- Report to the AAO-HNS Foundation Board on the performance of the journal at each board meeting.
- Conduct an annual Editorial Board meeting held during the annual meeting of the Foundation.
- Set strategic editorial goals for the journal in consultation with the publisher and the Board of the American Academy of Otolaryngology—Head and Neck Surgery Foundation, especially with regard to serving the informational and educational needs of office-based and hospital-based clinicians.
- Be able to fill the time commitment of at least 10 hours per week.
- Adhere to the AAO-HNS and publisher's fiscal policies regarding the journal, in so much as they do not encroach upon editorial independence.
- Adhere to the agreed-upon mission, publication practices, and schedule.

General Expectations:

- Be committed to the journal and its mission to publish contemporary, ethical, clinically-relevant information in otolaryngology, head and neck surgery (ear, nose, throat, head, and neck disorders) that can be used by otolaryngologists, clinicians, scientists, and specialists to improve patient care and public health.

- Be experienced in or with the peer review system, including writing, editing, and reviewing scientific articles for publication.
- Be free of any significant conflict of interest that would prevent him/her from serving objectively, and disclose all conflicts in advance.
- Be willing and able to devote the necessary time throughout the entire appointed term of service.
- Possess the highest ethical standards and be recognized and respected by peers as a leader in otolaryngology-head and neck surgery.
- 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 staying informed and representing the Foundation 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.

Responsibilities of All Members of the Board:

- Regularly prepare for and attend a minimum of two (2) in person meetings of the Boards of Directors per year, as follows:
 - o 1-day meeting held the Saturday prior to the annual meeting
 - o 3-day Board Strategic Planning and Board meetings held the second weekend of March
- Participate on conference calls or in other meetings as required.
- May submit written informational or discussion reports to the Board for consideration at Board meetings. These reports may summarize official activities in which the individual has been involved or be used to raise a new issue or action to be considered by the Board.
- 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.