

Job Description for International Advisory Board (IAB) Leadership Position

Position Description for: AAO-HNS/F Chair-Elect, International Advisory Board (IAB)

Election and Term of Office:

The position of IAB Chair-Elect shall be elected by the voting members/delegates of the IAB for a one (1) year term. The election is held at the fall IAB General Assembly meeting in conjunction with the AAO-HNSF Annual Meeting & OTO Experience.

The Chair-Elect will be elected by popular vote of the IAB General Assembly from a slate of candidates selected by the IAB Executive Committee.

Upon the close of the IAB Chair's term, or in the event that the Chair is unable to fulfill his/her term of office, the Chair-Elect shall become Chair for the remainder of that Chair's term followed by his/her one (1) year term as Chair.

Specific Duties of the Position:

The IAB Chair-Elect serves as a member of the IAB Executive Committee. He/she is expected to participate in scheduled conference calls, and to attend the IAB General Assembly meeting in the fall.

After serving as Chair-Elect for one year, the Chair-Elect he/she will then serve a one (1) year term as Chair of the IAB and assumes all responsibilities outlined in the Chair, IAB position description below.

Position Description for: AAO-HNS/F Chair, International Advisory Board (IAB)

Term of Office:

The IAB Chair shall assume office after serving as the Chair-elect for one year and shall serve a one (1) year term of office. The Chair may be re-elected to a second term only after the passage of at least four years from the end of their term. After serving the one-year term of office, the Chair serves as Immediate Past Chair for a one-year term on the IAB Executive Committee.

The Chair will also serve as a non-voting member of the AAO-HNS/F Board of Directors in an advisory role, representing issues and concerns of the international constituency.

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:

As AAO-HNSF's representative of the international community, he/she will oversee all constitutive bodies of the IAB, serving as its official and only spokesperson. The IAB chair leads the AAO-HNSF International Advisory Board strategy in support of AAO-HNS/F mission to empower otolaryngologists-head and neck surgeons to provide the best patient care. The IAB chair is

charged with representing the interests of over a thousand non-U.S. members of the AAO-HNS/F, in addition to thousands more who comprise the International Corresponding Society (ICS) Network.

The ideal candidate will possess an innovative and thoughtful perspective on the education needs of international members and be able to use that perspective to advise and work with the AAO-HNSF Coordinator for International Affairs to raise the profile of the Academy overseas. There are four pillars of the Global Affairs program:

1. Scholarships and grants

- International Visiting Scholarships (IVS)
- Nikhil J. Bhatt, MD International Public Service Award and Humanitarian Service Award
- International Travel Grants

2. AAO-HNSF Annual Meeting & OTO Experience

- AAO-HNSF International Symposium
- AAO-HNSF International Advisory Board
- Associated International Meetings

3. International Corresponding Society (ICS) Network

4. AAO-HNSF Joint Meetings

- Act as an avenue of communication between the BOD, AAO-HNS membership and international otolaryngology—head and neck surgery organizations/societies worldwide to further and solidify a shared global commitment to excellence demonstrated by the members of our specialty.
- Make recommendations regarding the programs and policies of the AAO-HNSF that foster a global otolaryngology community and promote the highest standards in clinical care through communication, education, research, and collaboration.
- Strengthen and enhance information exchange among Global ENT Societies and the AAO-HNSF.
- Support the general good of patients, the specialty, and the medical profession.
- Review, prioritize and provide oversight to all Foundation international education activities and knowledge resources and collaborate with the Humanitarian Efforts, Pan-American, and International Steering Committees to ensure overall international education efforts address gaps in care in otolaryngology-head and neck surgery.
- Work with and advise the AAO-HNS Annual Meeting Program Committee to ensure that priorities and needs of the global scientific community are addressed in International Symposium at the Annual Meeting.
- Assist in identification, development, promotion, and evaluation of quality continuing professional development (CPD) activities for international physicians and physician extenders using appropriate adult learning principles and learning technologies that promote effective and lifelong learning.
- Serve on Humanitarian Efforts, Pan-American, and International Steering Committees to advise on priorities and needs of international otolaryngology community membership.

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 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 staying informed and representing the Academy to others.
- Recruit and orient future international 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.