Coordinator for Annual Meeting Program Committee

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 (Sections 4.01 and 11.04).

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 (Sections 4.05; 4.06).

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 (Sections 6.02; 6.04 - 6.07).

Specific Duties of the Position:
The Coordinator for the Annual Meeting Program Committee (AMPC) is primarily responsible for the development and oversight of the Annual Meeting education program, a core education activity of the Foundation. The Coordinator works in conjunction with the Global Education, Meetings, and Strategic Partnerships Business Unit. The Coordinator is supported by a Program Committee.

Specific duties of the Coordinator include:
- Develop the submission guidelines.
- Review and score the proposals/abstract submissions and scientific proposals gathered during the call for the science.
- Develop the education program for the Annual Meeting.
- Develop and foster innovative ideas to maintain the relevance and standing of the Annual Meeting.
- Develop teaching and presentations formats that appeal to all constituents of the membership.
- Maintain relationships with the specialty societies and other Otolaryngology Organizations (SUO, ABO, RRC, OPDO, AHNS, ARS, AAFPRS, etc.) to keep them involved in the planning and participation of the Annual Meeting.
- Recruit future candidates and members to serve on the AMPC.
- Evaluate and continually assess the current programs and recommend changes as deemed necessary.
- Communicate regularly and work collaboratively with the Coordinator for Education to integrate the overall education programs of the Foundation.
• Communicate regularly and work collaboratively with the Coordinator for International Affairs to integrate international representation into the overall education programs of the Foundation.
• Communicate regularly and work collaboratively with the Editor of the Journal to integrate the education program and the Journal.
• Maintain compliance with the ACCME accreditation standards to provide continuing medical education credit for physician participants.
• Serve on the Scientific and Educational Committee.
• Hold regularly scheduled conference calls with AAO-HNS/F staff members managing the day-to-day operations of the Annual Meeting education program.

AMPC meetings take place three times a year. Two meetings are held at the Annual Meeting. The third meeting is held in February or March. Conference calls and web conferences are scheduled throughout the year as necessary.

Responsibilities of All Members of the Board:
• Regularly prepare for and attend in a minimum of three (3) in person meetings of the Boards of Directors per year, as follows:
  o 2-day meeting held the Friday and Saturday prior to Annual Meeting.
  o 2-day Board Development and Strategic Planning, typically first weekend of January.
  o 1-day meeting held in late spring.
• 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 conflict of interest policy by disclosing and managing prior to and during each Board meeting any real or potential conflicts of interest, including relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests.
• Be aware of and adhere to the organization’s policy of strict compliance with federal and state antitrust laws.
• Be familiar with the organization’s Board Standards and complete an annual self-assessment.

General Expectations:
• Understand and accepts 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 staying 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.

Resources:
Board Standards and Self-Assessment http://www.entnet.org/Community/boardofdirectors/BOD_Standards.cfm