



AAO-HNS/F
COMMITTEES

AAO-HNS/F Committee Member Handbook

Revised September, 2015

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Committee Overview

In accordance with the bylaws of the Academy and Foundation, AAO-HNS/F committees are broadly separated into standing committees (i.e., those that are mandated by the organization's bylaws), special committees (i.e., the regular clinical committees, faculties, joint committees, and advisory groups), ad hoc committees (also called task forces), and study groups. The current list of all standing and special committees, organized according to their respective steering committee cluster, are included in the Appendices.

Board of Directors

The business and affairs of the Academy, and its Foundation, are managed by the Board of Directors. The Board of Directors is composed of the President, President-Elect, Immediate Past President, Secretary-Treasurer, the Chair, Past Chair, and Chair-Elect of the Board of Governors (BOG), the Chair and Chair-Elect of the Special Society Advisory Council (SSAC) shall be ex-officio members with a vote, and the eight At-Large Directors of the AAO-HNS. The aforementioned positions all have voting privileges. The Executive Vice President/CEO, Chair of the Ethics Committee, Foundation and Academy Coordinators, and Journal Editor also participate as ex-officio members of the Board of Directors, but without vote. (Article IV Section 6.01)

Executive Committee

The Executive Committee meets between meetings of the Board and has all the powers and responsibilities conferred upon the Board. Items of business to be conducted by this committee shall include any matters as may require attention between regular or special meetings of the Board. The Executive Committee may request that the Board be convened to ratify actions and recommendations of the Executive Committee.

The Executive Committee consists of the President, the immediate Past President, the President-Elect, the Secretary Treasurer, the Chair of the BOG, and two At-Large Directors who are serving their fourth and final year of their term. The Chair-Elect of the BOG and the Secretary-Treasurer Elect shall be standing guests of the Executive Committee and shall participate in all discussions, but shall have no vote. The Executive Vice President/CEO is an ex-officio member of the Executive Committee without vote. (Article VI, Section 6.01)

Standing Committees

Standing committees are authorized in the bylaws to perform specific functions. The current standing committees include: the Articles of Incorporation and Bylaws Committee, Audit Committee, Ethics Committee, Executive Committee, Finance and Investment Subcommittee, Nominating Committee, and the Science and Education Committee. Removal of, or modifications to the charge and makeup of such a committee requires a change in the bylaws. (Article VI Sections 6.02, 6.03, 6.04, and 6.05)

Special Committees

The Academy and Foundation Boards of Directors have the authority to establish, appoint, or terminate committees and give them duties and authority deemed necessary and appropriate. While the types and duties of these committees are proscribed by the Boards of Directors, the structure and appointment of members to the committees is mandated by the bylaws.

In addition to the traditional clinical and cross-functional committees and faculties, joint committees, advisory groups, and steering committees are also considered special committees. Advisory committees or groups are responsible for enhancing the Academy/Foundation's interests, programs, and projects. Occasionally, advisory groups are established to assist in specific committee tasks. In these cases, advisory group members may be allowed to participate actively in the activities of the parent committee, but will not have official voting authority. (Article VI Section 6.06)

Steering Committee Clusters

Some special committees are organized under a steering committee. Steering committees group like-minded committees into a cluster designed to foster better coordination, accountability, and communication with the Boards of Directors. All steering committees are chaired by Board liaisons and membership will consist of the chairs and chair-elects from each committee within that particular cluster.

Steering committees may meet during the AAO-HNSF Annual Meeting, however, they typically meet by conference call following the annual meeting to share and review committee work plans, annual progress reports, and all committee action items within a cluster to eliminate duplicative efforts and ensure that all goals are aligned with the strategic plan. This is the first line of review prior to final submission of action items to the Executive Committee for approval at their Spring meeting.

Ad Hoc Committees and Task Forces

Ad hoc committees and task forces can be appointed by the Board, by the President or Executive Vice President/CEO with Board approval. These committees are temporary in nature and charged with addressing specific goals or tasks with a defined conclusion, and may be provided with staff support from the Academy. Task forces are made up of fewer members than a committee and are dissolved once the specified tasks are completed. (Article VI Section 6.07)

Study Groups

Study groups are formed by Academy members to provide an opportunity for case study and comparison in an informal setting. A study group is formed and led by a core of organizers who make all the necessary arrangements for the meeting. Service is open-ended on a study group. Staff support is not provided from the Academy, although a study group may make arrangements for meeting rooms, AV equipment, and refreshments through the Foundation's Meetings Department. Study groups must pay for their own meeting related costs.

Home Study Course Work Groups

Members appointed to an education committee in their role as a member of a Home Study Course Work Group (HSC), serve a 6-year term. This is a prestigious appointment for the production of the Education Committees' section of the HSC. Appointees gain experience throughout their term leading up to their final cycle as lead chair or co-chair for the working group. Each working group must maintain approximately 8 members. Although appointed, the member is given an opportunity to consider the extensive time commitment prior to acceptance. If the member does not accept the appointment, another appointment is made. The work of the HSC Work Groups requires this extended term of service and falls outside the standard 2-year term of committee service. Further, at the completion of the 6-year term on a HSC, Those members may be appointed to the respective education committee in an Ex-Officio status as knowledge and content experts. A total of 4 Ex-Officio positions will be available for those rotating off a HSC. Appointments to the Ex-Officio positions are at the joint discretion of the committee chair and Coordinator for Education. HSC members are assigned as non-voting members to an affiliated education committee and are not included in the maximum number of committee members permitted on a committee.

Sections

Occasionally, an Academy committee, representing a defined segment of membership, identifies a need to have a more expansive structure and governance to accomplish its intended goals. An Academy Section, created only with approval from the BOD, establishes rules and regulations, elects leadership, and establishes Section committees and task forces. A Section would typically represent a component group of members within the Academy.

To apply for section status, a proposed section must submit documentation containing the proposed section charge, minutes from previous committee meetings, a description of at least two tasks completed, and three proposed tasks for the upcoming year. Justification must be included on why the change in status from a committee to a section is warranted. This justification should include what value the newly formed section would bring to the Academy as well as the group it represents.

Upon receipt of the necessary information, the Academy EC, on behalf of its BOD determines if section status should be recommended to the Academy BOD. Sections can also be dissolved by vote of the Academy BOD.

Committee Structure

Qualifications

To serve on a committee, participants must be an active member of the AAO-HNS in good standing. Committee members who have not paid their dues by mid-January of each year will be removed from committees and not reinstated upon receipt of a late dues payment. The member must wait 2 years before reapplying for appointment to the same committee. Members who submit an application for committee appointment must have paid their dues for the upcoming year no later than December 31 to qualify for a committee appointment.

Requirements

Upon accepting a committee appointment, a member agrees to conduct all committee communication and general committee business via the respective committee community within ENTConnect. Committee members are also required to have committee community notifications in ENTConnect set for “real time” and not “daily digest” or “no email.” Committee members risk missing time-sensitive information or calls to action when notifications are not set for real time delivery.

Composition

The composition* of a committee consists of the following positions:

Chair (voting) – maximum of 1

Chair-Elect (voting) – maximum of 1

Member (voting) – maximum of 15

Member* (non-voting) – maximum of 3

Consultant (non-voting) – maximum of 3

Board Representative (non-voting) – maximum of 1

Society Representative (non-voting) – maximum of 1 per society

In special circumstances only, and with the approval of the Executive Committee, is a co-chair permitted. The role of a co-chair is to equally share the responsibilities of chair with another member. They must work hand-in-glove for this to work effectively.

Should the President deem it appropriate and necessary, the Immediate Past President and Board appointed Coordinator may serve on a specific committee as Board Representatives without vote. In this circumstance only may more than one Board Representative be permitted to serve on a committee. Their term shall end concurrently with their term on the Board or sooner should the President deem it appropriate. The President and Executive Vice President/CEO serve as Ex-Officio members on all AAO-HNS/F committees, without vote.

At least one staff liaison is assigned to a committee. * Exceptions to this composition structure are granted for the Program Advisory, Instruction Course Advisory, and committees within the Education and Research Committee Clusters as delineated in the sections on Home Study Course Work Group and Special Appointments.

Volunteers/Guests

With very few exceptions, all committee meetings held during the AAO-HNSF Annual Meeting & OTO EXPOSM are open to all Academy members. Attendees who are not appointed to serve on a committee may volunteer to work on a committee project if approved by the Chair. Volunteers and guests are not eligible to vote on any committee matter, are not eligible to receive Honor Points from service on the committee, nor does the time they serve as a volunteer count against the 6 year maximum permitted to serve on a committee. Volunteers may apply for appointment to a committee. The role of a volunteer should not be mistaken for the appointed role of Consultant. A member is appointed to serve on a committee in the role of Consultant for their particular expertise. Consultants may only serve a single 2-year term.

Appointment Process

Each year from November through December, the online application for committees is available at www.entnet.org/committees. Information regarding the online application is announced in *The News*, *The Bulletin*, and on the Academy's homepage, www.entnet.org.

On January 1, the online application process is closed and all applications are sent to the respective Committee Chairs by mid-January for review. The Committee Chairs then submit their recommendations for new appointments and re-appointments no later than February 10 to the appropriate staff member for compilation and submission to the current President-Elect.

The President-Elect then reviews the appointment applications and recommendations, and makes his/her selections with the counsel of the Chair of the Ethics Committee. These recommendations are presented to the Executive Committee at their May meeting for review and approval. Once the Executive Committee confirms and approves the appointments, all applicants are then notified electronically in early June.

Important Dates for the Application Process

Call for Committee Applications – November 1
Committee Applications Close – January 1
Appointment Announcements Sent – Early June
Committee Term Begins – October 1
(Dates are subject to change.)

Terms of Service

Terms of appointment and election begin immediately following the conclusion of the AAO-HNSF Annual Meeting & OTO EXPOSM, whenever that occurs.

Appointment and Term Exceptions

Residents/Fellows-in-Training – In 2012, the Board of Directors approved a change in the length of service for all residents and fellows-in-training from two-year terms to a one-year term.

Chair-Elect – The term of a Chair-Elect is one year and considered a transition year before the member steps into the role of committee Chair.

Term Limits

In order to allow greater opportunity to serve on a committee to a larger number of eligible members, it is necessary to impose term limits on the number of years a member may serve on a single committee. The maximum number of consecutive years a member may serve on a committee is 6 years, regardless of position held. Exceptions are considered for HSC members who have completed their term on the HSC and are serving as ex-officio on education committees. The Coordinator for Annual Meeting Program may request special permission to extend a term for members of the Instruction Course Advisory Committee and the Program Advisory Committee in special circumstances only.

Limits on Committee Service

To increase participation, committee members with voting rights are limited to only two committees at a time. Academy and Foundation policy is to enforce a maximum of 15 voting members on each committee. This does not include the chair, chair-elect, non-voting members, consultants, and ex-officio members. The chair and chair-elect are voting members in addition to the 15 (i.e. 15+2). The maximum number of consultants within a committee is 3. The maximum number of non-voting members (not including consultants and ex-officio members) is 3. A member must wait two years after the end of their term to reapply for appointment to the same committee. However, members may apply for membership on other AAO-HNS/F committees. Exceptions are considered for HSC members who have completed their term on the HSC and are serving as ex-officio members without vote on education committees.

Special Appointments

Coordinators serving on the AAO-HNS/F Boards of Directors may exercise the authority to appoint members to their committees. The appointment process is similar in timing to that of other committees, and all recommendations must be ultimately approved by the Academy or Foundation Board of Directors. Currently, these include appointments to all research and education committees, as well as the Instruction Course Advisory and Program Advisory Committees.

BOG Committees

BOG committee terms and positions are structured slightly different than Academy and Foundation committees. For more information on BOG committees, consult the BOG Bylaws: http://www.entnet.org/sites/default/files/uploads/GetInvolved/BoardOfGovernors/_files/approved_bog_bylaws_revised_sept_2015_final.pdf.

WIO Committees

WIO committee terms and positions are structured slightly different than Academy and Foundation committees. For more information on WIO committees, consult the WIO Rules & Regulations at <http://www.entnet.org/content/women-otolaryngology-section>.

Board and Staff Involvement

Each committee is assigned a Board liaison. For committees assigned to a steering committee, the Board member chairing that steering committee serve as Board liaison to each constituent committee. The term of service on a steering committee parallels the term of the Board member's elected position on the Board. Whenever possible, Board members are assigned as a liaison to committees consistent with their particular areas of expertise and interest. While Board members are not required to attend meetings of all committees within their cluster, such participation is encouraged whenever possible.

Each committee is assigned a staff liaison. The staff liaison is responsible for distributing materials before meetings, preparing draft minutes of meetings, and assisting committee chairs between meetings. The staff liaison works with the committee chair to develop agendas for upcoming committee meetings and implement any action items. It is also the responsibility of the staff liaison to take a roll call at the start of each meeting to ensure a quorum of voting members is established. Without a quorum present, the meeting may not be called to order.

During the committee application period, Governance staff with oversight of committees is responsible for collating all applications and sending them to the respective committee chair and staff liaison for review by mid-January. The committee staff liaison is responsible for collecting the chair recommendations and worksheets, and submitting all materials by February 1st to the appropriate Governance staff.

Policies

Financial and Intellectual Relationship Disclosure

The American Academy of Otolaryngology—Head and Neck Surgery/Foundation (AAO-HNS/F) supports fair and unbiased participation of our volunteers in Academy/Foundation activities. Any real or potential conflicts of interest must be identified and managed. All relevant financial relationships with commercial interests that directly impact and/or might conflict with Academy/Foundation activities must be disclosed, or disclosure that you have no relevant financial relationships must be documented. Other relationships that could cause private interests to conflict with professional interests must also be disclosed. See Appendix B. All committee members are required to update their respective online disclosure form every calendar year, more often if applicable, but no later than June 30.

Antitrust Compliance

The American Academy of Otolaryngology—Head and Neck Surgery/Foundation (AAO-HNS/F) has a strict policy of compliance with federal and state antitrust laws. Antitrust laws prohibit agreements among competitors that restrain trade, and AAO-HNS members may be considered to be competitors for purposes of antitrust challenges even if their practices are not in the same geographic areas. The penalties for violations of the antitrust laws are severe for medical societies and their members.

In all AAO-HNS/F activities, each member, as well as AAO-HNS/F staff, shall be responsible for following the AAO-HNS/F's policy of strict compliance with the antitrust laws. AAO-HNS/F officers, directors,

committee chairs, and executive staff shall ensure that this policy is known and adhered to in the course of activities pursued under their leadership. Antitrust compliance is the responsibility of every AAO-HNS member and AAO-HNS/F staff. See the Appendices for the complete antitrust compliance statement. See Appendix C.

Committee Meetings and Minutes

Committee meetings are usually held during the Foundation annual meeting. Some committees also meet in conjunction with meetings of the Board of Directors or hold conference call at various times throughout the year. Not all committees meet at each of these times.

Academy staff will post the committee meeting schedule on the committee community site within ENTConnect. It is the committee members' responsibility to check the schedule for any potential conflicts with their respective annual meeting schedule. Committee members are expected to attend every meeting and conference call of their committee, and, if unable, are expected to advise the committee chair and staff liaison in advance. As a rule, travel expenses are not reimbursed for committee meetings held in conjunction with the Foundation annual meeting and the official societies meetings.

Staff liaisons are responsible for the accurate recording of committee minutes, with the assistance of the committee chair. The committee chair is responsible for review and approval of the committee draft minutes prior to making them available to the full committee. Committee minutes are made available to each committee member before the next scheduled committee meeting; a vote to approve the minutes is taken at the next committee meeting. Action items from the committee minutes are published in a subsequent issue of the *Bulletin*. Per the AAO-HNS/F Records Retention Policy, which outlines the retention and removal of all Academy/Foundation records and documents of any nature or kind, whether written or electronic, staff liaisons are responsible for maintaining minutes and historical committee files on the organization's computer server for a period of 10 years.

Committee members are required to have electronic communication capabilities with email and web access. Committee members are also required to update any changes in their respective contact information with the AAO-HNS/F. It is required that all committee members be familiar with using the committee community sites in ENTConnect to access all committee meeting materials, communications, and meeting schedules.

Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal prior to the committee member's term end date. Consequently, committee chairs may suggest the names of replacements for appointment by the President-Elect. Committee chairs are responsible for making annual recommendations to the President-Elect as to which current committee members should be reappointed and which should not.

New Committees and Committee Dissolution

To apply for committee status, a proposed committee must complete two years as a study group and submit to the EVP/CEO a proposed committee charge, minutes from previous meetings, a list of at least two tasks completed, three proposed tasks for the upcoming year, and a list of 20 academy members potentially interested in serving on the committee.

Upon receipt of the necessary information, the relevant Academy or Foundation EC reviews the study group's achievements and the proposed charge and committee composition. Once the review process is completed, the Executive Committee renders a decision, which must be approved by the applicable Board.

Committees can be dissolved by vote of the appropriate Board of Directors. Recommendations for dissolution can come from the following sources: Committee Review Task Force, members of the Boards of Directors, chairs of committees, or the Executive Committee of the BOG. The Executive Committee of the Boards of Directors is responsible for analyzing recommendations for committee dissolution and presenting its findings to the appropriate Board of Directors. The appropriate Board of Directors votes for or against dissolution of the committee. The committee chair is then notified of the decision.

Development of Official Policies or Education Materials

Individuals, committees, or groups of members who wish to propose a policy statement for the Academy are welcome to do so. The individual, committee, or group developing the policy statement is expected to compile a report which details the statement, background, possible impact (both negative and positive), and references used in formulating the statement. The Academy or Foundation Board of Directors reviews all proposed policy statements and votes on whether or not to adopt them.

When a committee wishes to develop or refine an educational tool, that committee's staff liaison should contact the AAO-HNS/F Education Business Unit Leader for guidelines on developing an educational product and relay these back to the chair, and/or assist the committee chair in contacting the appropriate Education Steering Committee faculty chair to coordinate efforts. In all instances, the Education Business Unit must be fully informed of all educational projects by Academy committees.

Position Statements and Official Spokesperson

In accordance with AAO-HNS/F policy, coalition letters, position statements, and testimony requested or written by committees must be approved by the Executive Vice President/CEO and two or more of the following elected or appointed officers: President, President-Elect, Immediate Past President, Secretary-Treasurer, Chair of the BOG, Coordinator for Practice Affairs, or the Coordinator for Socioeconomic Affairs. Furthermore, no committee member may communicate or disseminate on behalf of AAO-HNS or AAO-HNSF an official statement, policy, or opinion on national health policy issues, without prior approval of the Executive Vice President/CEO; if necessary, the Executive Vice President/CEO will seek the guidance of the President and/or the relevant Executive Committee before providing such approval.

Members should not take their appointment to an AAO-HNS/F committee as an opportunity to include their appointment or position title to their respective email or social media signature. It may give the incorrect appearance that the individual speaks on behalf of the AAO-HNS/F or its committees.

Travel and Expense Reimbursement

Generally, committee members are not reimbursed for travel expenses to participate in committee meetings, as most such meetings are held in conjunction with other meetings for which their attendance is customary. On a case-by-case basis, the Academy and Foundation may reimburse the reasonable travel expenses of members of selected committees and members officially representing the Academy/Foundation at other related meetings. All such reimbursement must receive prior authorization of the Executive Vice President/CEO. All requests for reimbursement must be submitted on the official Board/Committee/Delegate Travel Expense Reimbursement Request form, which contains the policies governing reimbursements, available from the respective committee staff liaison. Travel Expense Reimbursement Requests, along with original receipts for all expenses, should be submitted within 30 days of the date the travel began. Expenses will not be reimbursed for reports submitted after 90 days from the date the travel began – or the end of the fiscal year (June 30), whichever comes first.

Rules of Order

The deliberations of all committees shall be governed by the rules contained in the current edition of Robert's Rules of Order in all cases in which they are not inconsistent with the Articles of Incorporation, Bylaws, special and standing rules, customary practices, and procedures of the Foundation. (Article V, Section 3.04). This shall include ensuring a quorum of **voting members** is established at the beginning of a committee meeting. A committee roll call will be conducted by the assigned staff liaison. Should a quorum not be established, then the meeting may not be called to order. Committee members are reminded that motions or action items before the committee may only be voted on by members of the committee with voting privileges. A roll call of votes must also be conducted to ensure only voting members of the committee are casting a vote.

Recognition

Honor points, Honor Awards, and Distinguished Service Awards are all part of the Academy and Foundation's system of recognizing members for volunteer activities. The honor point system is constructed to promote recognition not only for the quantity of service, but also for the variety and longevity of service. Non-members receive honor points but are not eligible for Honor Awards or Distinguished Service Awards. However, points earned as a non-member convey if a non-member becomes an AAO-HNS member.

How Members Earn Honor Points

Members receive honor points for participating in a variety of activities and leadership roles, including:

- Academy and/or Foundation committee participation
- BOG committee participation
- Exceptional service on a committee
- Annual meeting course instructor, paper presenter, or poster presenter
- BOG Spring Meeting attendee
- Officers and members of the Board of Directors
- Journal Editorial Board & Associate Editors
- CHEER Network members
- CORE Study Section
- Presidential appointed ad hoc task force members

Honor Award

The Honor Award (formally the "Honor Society") is the first award a member can obtain for participation in activities that earn honor points. A member can be awarded only one Honor Award in a lifetime. To receive an Honor Award a member must earn ten volunteer service honor points over a minimum of five years. The Honor Award point system is constructed in a manner that promotes recognition not only for the quantity of service, but also for the variety and longevity of service. A maximum of two points, each of which must come from a different category of service, can be accrued each year.

Distinguished Service Award

The Distinguished Service Award (DSA) is the AAO-HNS/Fs recognition of volunteer service beyond the level of an Honor Award. Members who attain 50 honor points, including the 10 points received for an Honor Award, receive the Distinguished Service Award. There is no limit on the number of Distinguished Service Awards a member may receive. All honor points, regardless of quantity earned in each category in a year, are credited toward the DSA.

AAO-HNS/F Committee Excellence Award

The Committee Excellence Award recognizes committees that contribute in ways that lead to the overall success of the AAO-HNS/F mission: empowering otolaryngologist head and neck surgeons to deliver the best patient care. These committees have a passion for the AAO-HNS/F's visions and for accomplishing and enhancing the activities outlined in the AAO-HNS/F strategic plan.

Nominations may be submitted by the committee Chair, the Staff Liaison, or another committee as long as all supporting documentation is included with the application. Awardees are selected by the President.

Committee Excellence Award Criteria

Committees that meet the following criteria may apply to be considered for a Committee Excellence Award (formerly Model Committee Award):

- effective committee chair leadership;
- responsive, engaged and active committee members who have a desire to volunteer time and resources;
- responsive to and participate in AAO-HNS/F surveys;
- have a well-articulated charge and supporting work plan that is aligned with and supports the AAO-HNS/F Strategic Plan;
- Work plan is revised annually and achieved within the established timeline.

Some examples of committee work products that meet Committee Excellence Award criteria are:

- Represent the Academy to external organizations related to ENT and to medicine; for example, communicating AAO-HNS/F initiatives to members, the public, and the house of medicine.
- Monitor and apprise the Executive Committee and staff through reports, the website, and news/scientific publications.
- Help build evidence-based research and conduct research that leads to new clinical guidelines, performance measures, quality improvement tools, and advancements in payment.
- Create products that educate physicians, allied health professionals, and patients; for example, participating at the annual meeting, creating content for AcademyU[®], identifying curriculum for MOC or imaging in otolaryngology, or developing/revising patient information materials.
- Facilitate market research and business intelligence about otolaryngology's environment through surveys; for example, a patient safety survey, surveys about clinical topics, or opinion surveys about new products/services.
- Collaborate with specialty societies on topics of mutual interest.
- Participate in RUC surveys and help facilitate participation in RUC by others.
- A committee work plan that supports and potentiates the AAO-HNS/F Strategic Plan.

Past Committee Excellence Award Recipients

2009 Awardees:

Allergy & Immunology Committee
BOG Legislative Representatives Committee
Endocrine Surgery Committee
History and Archives Committee
Rhinology & Paranasal Sinus Committee

2010 Awardees:

Humanitarian Efforts Committee
Instruction Course Advisory Committee
Otology & Neurotology Education Committee
Outcomes Research and Evidence-based Medicine Committee
Program Advisory Committee

2011 Awardees:

Diversity Committee
Outcomes Research and Evidence-based Medicine
Head and Neck Surgery and Oncology Committee
Patient Safety Quality Improvement (PSQI)
Women in Otolaryngology Committee

2012 Awardees:

Endocrine Surgery Committee
Ethics Committee
General Otolaryngology Education Committee
Pediatric Otolaryngology Education Committee

2013 Awardees:

Allergy, Asthma and Immunology Committee
Geriatric Otolaryngology Committee
Women in Otolaryngology Research Committee

2014 Awardees:

Allergy, Asthma & Immunology Committee
Endocrine Surgery Committee
Ethics Committee
Patient Safety Quality Improvement (PSQI)

Responsibilities

Steering Committee Chair Appointment

Steering Committee Chairs are Board members who are appointed to a specific steering group based on their expertise, relationship to the committees within the steering group, and specialty. For instance, the Coordinator for International Affairs is assigned as Steering Committee Chair to the steering group consisting of all international committees. It is the responsibility of the President to make these appointments.

Steering Committee Chair

1. Serve a four-year term.
2. Serve as the primary representative for the Academy and Foundation committees on the respective Board of Directors.
3. Have an active email address, web access, and keep profile committee settings on ENTConnect in “real time.”
4. Develop the agenda for upcoming committee meetings in collaboration with the staff liaison. Staff liaisons will post a copy of the final agenda to the committee community in ENTConnect.
5. Present a brief report to the steering committee on the current Academy/Foundation activities as recommended by specific committee chairs.
6. Report to the Boards of Directors any committee actions items. The steering committee chair should act as the committee's advocate, explaining the reason the committee has brought a matter to the Boards' attention.
7. Report to committee chairs and members any actions or strategic discussions by the Boards of Directors that would affect the performance of the committee.
8. Assist the committee with any tasks assigned by the Board.
9. Attend committee meetings within the steering committee cluster (this is not required but is encouraged).
10. Treat other committee members and staff with respect and courtesy.

Committee Chair

1. Serve a two-year term and may only serve a maximum of 6 consecutive years on a committee regardless of position.
2. Serve as strategic leader who understands the AAO-HNS/F mission, vision, and can link the committee's activities with the strategic goals.
3. Serve as the primary contact for Academy and Foundation inquiries relating to the committee's area of interest or expertise. When requested by Academy leadership and/or staff, it is a committee chair's responsibility to respond to requests for input in a timely fashion. This is especially important for time-sensitive issues in health policy or advocacy (e.g., regulatory, legislative, reimbursement-related).
4. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect; settings in ENTConnect related to the committee must be set for “real time” alerts.

5. Prepare a committee work plan for the year to guide the committee in its actions as outlined by the strategic plan and committee charge. Additionally, submit reports to the Board liaison to keep leadership informed of committee activities.
6. Foster effective two-way communication with the staff liaison and other Academy personnel regarding the scheduling of committee meetings, completion of duties, coordination of mailings, etc.
7. Appoint a voting member of the committee to step in to serve as interim Chair if the Chair is unable to participate in a scheduled meeting.
8. Structure the meeting agenda to ensure that relevant and timely topics of interest are addressed. Establishing a quorum of voting members of the committee must be the first point of order for all committee meetings/conference calls. Without a quorum of voting members in attendance, the meeting cannot be called to order. Ensuring only voting members of the committee vote on actions or motions before the committee. Abide by Robert's Rules of Order for parliamentary procedure.
9. The AAO-HNS/F Anti-trust Policy, Financial and Intellectual Relationship Disclosure Report, Copyright Policies, and current AAO-HNS/F Strategic Plan are required to be included with every meeting agenda and reviewed by the Chair at the commencement of each committee meeting; remind committee members and meeting attendees of the requirement to comply accordingly.
10. Minutes from the previous committee meeting and any subcommittee minutes should be an agenda item for approval during the next committee meeting.
11. Champion accountability and performance evaluation for your committee. Facilitate all committee meetings and conference calls to ensure all agenda items are addressed. Delegate assignments to involve all committee members.
12. Review the committee charge with members at the start of each meeting. Submit recommended changes to the appropriate Board of Directors through the staff liaison.
13. Encourage all members of the committee, voting and non-voting, to fully participate in the meeting, to ensure no one person(s) monopolizes the floor. It is important that all members feel comfortable in asking questions and/or offering input.
14. Meet prior to and after the meeting with the staff liaison to summarize the tasks completed and discuss any actions requiring Board approval or awareness.
15. Work with the staff liaison to ensure draft minutes are posted to the committee community in ENTConnect for committee approval. The chair is responsible for accuracy and completeness of the minutes.
16. Send a letter to all committee members (via the staff liaison) whose terms are set to expire asking if he/she is interested in reappointment, or if he/she would prefer to rotate off at the end of the term.
17. Make recommendations to the President-Elect for new committee appointments, reappointments, transitioning a member to a different role, if a member should be rotated off early, and recommendation for appointment of a successor as chair-elect.
18. Award exceptional honor points to members whose contributions have demonstrated exceptional efforts.
19. All committee correspondence and communication should be conducted via the committee's community site on ENTConnect; likewise all committee documents should be posted on the committee's community. The Chair should send a copy of all committee-related correspondence not on the committee community to the steering committee chair and staff liaison.
20. Complete and submit a Conflict of Interest/Financial Relationship Disclosure form annually, and require that one is completed online by each member of the committee prior to the AAO-HNSF Annual Meeting.
21. Ensure that members abide by their duties as described and recommend action for members and consultants who do not actively participate.

22. Treat other committee members and staff with respect and courtesy.

Chair-Elect

1. Must be a current member of the committee, or at a minimum, have served on the committee previously.
2. Serve a one-year term (transition year).
3. May only serve a maximum of 6 consecutive years on a committee regardless of position.
4. Will step in to serve as interim Chair should the Chair be unable to participate in a scheduled meeting.
5. Assist the Chair in encouraging all members of the committee, voting and non-voting, to fully participate in the meeting, to ensure no one person(s) monopolizes the floor. It is important that all members feel comfortable in asking questions and/or offering input.
6. Serve a key role on the committees by acting on behalf of the Academy and/or Foundation.
7. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect.
8. Support and further the goals and objectives of AAO-HNS/F.
9. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
10. Fulfill committee assignments on a timely basis as delegated by the committee chair.
11. Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. All members of the committee are responsible for downloading all meeting materials from the committee community in ENTConnect prior to the meeting.
12. Complete the Financial and Intellectual Relationship Disclosure form online prior to the AAO-HNSF Annual Meeting.
13. Agree to comply with the organization's disclosure, antitrust, and copyright policies, and report any new conflicts of interest as they arise.
14. Treat other committee members and staff with respect and courtesy.

Voting Committee Member

1. Serve a two-year term (unless otherwise noted).
2. May only serve a maximum of 6 consecutive years on a committee regardless of position.
3. Serve a key role on the committees by acting on behalf of the Academy and/or Foundation.
4. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect.
5. Support and further the goals and objectives of AAO-HNS/F.
6. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
7. Fulfill committee assignments on a timely basis as delegated by the committee chair.
8. Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. Committee members, consultants, and society representatives are responsible for downloading all meeting materials from the committee community in ENTConnect prior to the meeting.
9. Attend all committee meetings and participate in conference calls unless excused by the chair. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Members will be notified via ENTConnect of the exact time and place for their next

committee meeting. Notify the committee chair and staff liaison in advance if not participating in an upcoming meeting or conference call.

10. Complete the Financial and Intellectual Relationship Disclosure form online annually, and prior to the AAO-HNSF Annual Meeting.
11. Agree to comply with the organization's conflict of interest, copyright policies, and anti-trust policies and disclose any new conflicts as they arise.
12. Treat other committee members and staff with respect and courtesy.

Non-Voting Committee Member

1. Serve a two-year term (unless otherwise noted).
2. May only serve a maximum of 6 consecutive years on a committee regardless of position.
3. Non-Voting Members have the same responsibilities as committee members but do not have voting privileges.
4. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect.
5. Support and further the goals and objectives of AAO-HNS/F.
6. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
7. Fulfill committee assignments on a timely basis as delegated by the committee chair.
8. Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. Committee members, consultants, and society representatives are responsible for downloading all meeting materials from the committee community in ENTConnect prior to the meeting.
9. Attend all committee meetings and participate in conference calls unless excused by the chair. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Members will be notified via ENTConnect of the exact time and place for their next committee meeting. Notify the committee chair and staff liaison in advance if not participating in an upcoming meeting or conference call.
10. Complete the Financial and Intellectual Relationship Disclosure form online annually, and prior to the AAO-HNSF Annual Meeting.
11. Agree to comply with the organization's conflict of interest, copyright policies, and anti-trust policies and disclose any new conflicts as they arise.
12. Treat other committee members and staff with respect and courtesy.

Consultant

1. Serve a single two-year term.
2. May only serve a maximum of 6 consecutive years on a committee regardless of position.
3. Consultants have the same responsibilities as committee members but **do not** have voting privileges. They are asked to serve on the committees because of their valuable resources and expertise.
4. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect.
5. Support and further the goals and objectives of AAO-HNS/F.
6. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.

7. Fulfill committee assignments on a timely basis as delegated by the committee chair.
8. Review the meeting agenda, minutes from the previous meeting, and any supporting documents for the meeting. Committee members, consultants, and society representatives are responsible for downloading all meeting materials from the committee community in ENTConnect prior to the meeting.
9. Attend all committee meetings and participate in conference calls unless excused by the chair. Excused absences should not exceed one meeting per term. Two unexcused absences are grounds for dismissal. Members will be notified via ENTConnect of the exact time and place for their next committee meeting. Notify the committee chair and staff liaison in advance if not participating in an upcoming meeting or conference call.
10. Complete the Financial and Intellectual Relationship Disclosure form online annually, and prior to the AAO-HNSF Annual Meeting.
11. Agree to comply with the organization’s conflict of interest, copyright policies, and anti-trust policies and disclose any new conflicts as they arise.
12. Treat other committee members and staff with respect and courtesy.

Voting vs. Non-Voting Members

	Fellow/Member	Fellow/Member-in-Training	First -Year Fellow/Member	Scientific Fellow	Life Fellow/Member	Retired Fellow	Retired Member	Resident	International Fellow/Member	International Fellow/Member-in-Training	International Resident	International Retired	International Life Fellow/Member	Affiliate Member	Associate Member	Canadian Fellow/Member	Canadian Fellow/Member-in-Training	Canadian Resident	Canadian Retired	Canadian Life Fellow/Member
Voting Member	x	x	x	x	x	x	x									x	x		x	x
Non-Voting Member								x	x	x	x	x	x	x	x			x		
# Years in a Term	2	1	2	2	2	2	2	1	2	1	1	2	2	2	2	2	1	1	2	2

Society Representative

Starting in 2008, following Executive Committee approval, specialty societies represented by the Specialty Society Advisory Council (SSAC) may appoint an official Society Representative to a specific committee for the purpose of improving communication and identification of shared opportunities. Societies may select up to three (3) AAO-HNS/F committees to which they will be permitted to have one official society representative who will serve in an ex-officio (non-voting) capacity for a two year term. Although societies may have three representatives, only one may be appointed to a single committee simultaneously. Submissions will go to the President-Elect for consideration and approval. The society representative will be responsible for submitting a written report to the AAO-HNS committee on actions

and activities taking place in their subspecialty society, as well as providing a report back to their respective Board on activity from the AAO-HNS committee.

Responsibilities of a Society Representative

1. Serve a two-year term.
2. Society representatives have the same responsibilities as committee members, but they **do not** have voting privileges. They serve in an ex-officio role.
3. Responsible for sharing insights and information specific to their specialty society by submitting written reports to the specific AAO-HNS/F committee. In turn, that individual will be asked to provide a report back to their respective subspecialty society on the activities from the AAO-HNS/F committee.

Committees Available for Society Representatives

Airway and Swallowing
Allergy, Asthma and Immunology
Complementary/Integrative Medicine
Practice Management Education
Diversity
Endocrine Surgery
Equilibrium
Facial Plastic and Reconstructive Surgery Education
General Otolaryngology Education
Geriatric Otolaryngology
Guideline Task Force
Head and Neck Surgery Education
Head and Neck Surgery & Oncology
Hearing
History and Archives
Humanitarian Efforts
Imaging
Implantable Hearing Devices
Infectious Disease
International Otolaryngology
Laryngology and Brochoesophagology Education
Media and Public Relations
Medical Devices and Drugs
Medical Informatics
Microvascular
Otology and Neurotology Education
Outcomes Research and Evidence-Based Medicine
Pan-American
Patient Safety and Quality Improvement
Pediatric Otolaryngology
Pediatric Otolaryngology Education
Physician Resources
Plastic & Reconstructive Surgery
Rhinology and Allergy Education
Rhinology and Paranasal Sinus
Skull Base Surgery
Sleep Disorders
Trauma
Voice

Staff Liaison

1. Serve as the intermediary between the committee and Academy/Foundation headquarters.
2. Assist the committee chair with all committee activities and in communicating with committee members via ENTConnect. Maintain profile setting in ENTConnect in “real time.”
3. Prepare and post meeting materials, including agendas and supporting documents, minutes, etc. to ENTConnect; include a copy of the current AAO-HNS/F Strategic Plan with every agenda packet.
4. Following the meeting, submit attendance sheets to Director, Governance.
5. Maintain a file containing all committee-related materials and save committee documents (i.e. agenda, minutes, etc.) on the all-staff server.
6. Assist the chair and/or chair-elect with compiling meeting agendas and necessary documents.
7. Notify committee members of the time and place of the next committee meeting once room assignments have been finalized for the Annual Meeting. Post notification and all meeting materials on the committee community in ENTConnect. Alert new committee appointees via separate email notification.
8. Arrive at least 15 minutes prior to the start of committee meeting to check room set-up.
9. Briefly meet after adjournment with the committee chair and steering committee chair to summarize tasks completed, what follow-up actions are required, and discuss any items for submission to the Executive Committee as action items. A standard form must be completed for reporting action items.
10. Submit an initial draft of the committee minutes to the chair and/or chair-elect for approval within 30 days of the meeting, and after receiving approval, save copy of minutes on the all-staff server. Minutes should be approved as an agenda topic during the next committee meeting.
11. Advise the BU ELT if an acting staff liaison is needed in the event the staff liaison is unable to attend the committee meeting. The acting staff liaison is only responsible for attending the meeting, assisting the chair in writing the meeting summary, and preparing draft minutes. The acting staff liaison will submit an electronic copy of the draft minutes to the staff liaison.
12. Submit potential committee candidates for the Committee Excellence Award who meet the necessary criteria.
13. Agree to comply with the organization’s conflict of interest and anti-trust policies and disclose any new conflicts as they arise.
14. Treat committee members and other staff with respect and courtesy.

Appendix A. Current List of AAO-HNS/F Committees

Standing and Board Committees

Articles of Incorporation and Bylaws
Audit Committee
Ethics Committee
Executive Committee
Finance and Investment Subcommittee
Nominating Committee
Science and Educational Committee

Advisory/Other Committees

Ad Hoc/Alternative Payment Model Workgroup
Instruction Course Advisory Committee
Program Advisory Committee
Physicians Payment Policy (3P) Workgroup
Specialty Society Advisory Council (SSAC)

Board of Governors (BOG) Committees

BOG Executive Committee
BOG Legislative Representatives Committee
BOG Rules & Regulations Committee
BOG Socioeconomic & Grassroots Committee

Academy/Foundation Committees

Airway and Swallowing Committee
Allergy, Asthma, and Immunology Committee
Complementary/Integrative Medicine Committee
Credentials and Membership Committee
Development Committee
Diversity Committee
Endocrine Surgery Committee
Equilibrium Committee
Head and Neck Surgery & Oncology Committee
Hearing Committee
History and Archives Committee
Imaging Committee
Implantable Hearing Devices Committee
Infectious Disease Committee
Geriatric Otolaryngology Committee
Media and Public Relations Committee
Medical Devices and Drugs Committee
Medical Informatics Committee
Microvascular Committee
Pediatric Otolaryngology Committee
Physicians Resource Committee
Plastic & Reconstructive Surgery Committee
Rhinology and Paranasal Sinus Committee
Skull Base Surgery Committee
Sleep Disorders Committee
Trauma Committee

Voice Committee

Education Steering Committee

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

International Steering Committee

Humanitarian Efforts Committee
International Otolaryngology Committee
Panamerican Committee

Research Steering Committee

CORE Study Section
Guidelines Task Force
Outcomes Research and Evidence-Based Medicine Committee
Patient Safety and Quality Improvement Committee
Research Advisory Board

Section for Residents
and Fellows-in-Training (SRF)

SRF Governing Council

Women in Otolaryngology (WIO) Committees

WIO Communications Committee

WIO Endowment Committee

WIO Governing Council

WIO Leadership Development and Mentorship
Committee

WIO Program Committee

WIO Research and Survey Committee

Young Physicians Section (YPS)

YPS Governing Council

Appendix B. Financial and Intellectual Relationship Disclosure Policy

The American Academy of Otolaryngology-Head and Neck Surgery/Foundation (AAO-HNS/F) supports fair and unbiased participation of our volunteers in Academy/Foundation activities. Any actual or potential conflicts of interest¹ must be identified and managed. All direct financial relationships with a company² that directly impact and/or might conflict with Academy/Foundation activities must be disclosed, or you must disclose that you have no direct financial relationships. Other relationships that could cause private interests to conflict with professional interests must also be identified. This policy is intended to openly identify any potential conflict so that any potential bias may be identified and the risk thereof mitigated. **Failure or refusal to complete the disclosure form or disclose any potential conflicts of interest will result in disqualification to participate in the AAO-HNS/F specified committee or activity.**

1. **Direct Financial Relationship:** A Direct Financial Relationship is a relationship held by an individual or an individual's partner in the first degree³ that results in wages, consulting fees, honoraria, or other compensation (in cash, in stock or stock options, or in kind), whether paid to the individual or to another entity at the direction of the individual, for the individual's services or expertise. For the purpose of this policy all direct financial and intellectual relationships within the past **36 months** must be disclosed.

These include, but are not limited to:

- Salary, royalty, or other payments for services (employment, board of directors, expert witness, etc.)
- Consulting fees or honoraria (independent contractor, speakers bureau, advisory committees, review panels)
- Ownership interest (stocks, stock options, excluding diversified mutual funds)
- Intellectual property rights including patents and copyrights
- Research funding including contracted research where the institution receives and manages the funds
- Personal relationships not otherwise covered

2. **Intellectual Relationship:** An Intellectual Relationship is a relationship held by an individual or an individual's partner in the first degree whereby an individual's, or group of individuals, professional activities can be enhanced or jeopardized by a recommendation or position taken by a representative body.

These include, but are not limited to:

- Leadership role with another association, society, journal, or certification body (e.g., ABOto)
- Membership in a lobbying or advocacy organization
- Serving as an expert witness
- Personal relationships not otherwise covered

The following individuals must provide this disclosure annually. Failure or refusal to disclose will result in disqualification to participate in AAO-HNS/F committees or activities.

AAO-HNS/F Key Leaders:

Key leaders, as defined in the AAO-HNS/F Code for Interactions with Companies, are all AAO-HNS/F Elected Officers and Boards of Directors and committee chairs, and the Editor-in-Chief of *Otolaryngology-Head and Neck Surgery*.

AAO-HNS/F Non Education Committee Membership:

All members of Academy/Foundation committees must disclose all direct financial and intellectual relationships or disclose that he/she has no direct financial or intellectual relationships.

AAO-HNSF Education Committee Membership:

AAO-HNSF Independence in Continuing Medical Education (CME) Activities: Any individual who may be **in a position to control education content** must disclose all direct financial and intellectual relationships or disclose that he/she has no direct financial or intellectual relationships.

AAO-HNSF Education Faculty and Speakers:

AAO-HNSF Independence in Continuing Medical Education (CME) Activities: Any individual who may be **in a position to control education content** must disclose all direct financial and intellectual relationships or disclose that he/she has no direct financial or intellectual relationships.

AAO-HNSF Otolaryngology-Head and Neck Surgery:

Journal editors, manuscript reviewers, and authors must disclose all direct financial and intellectual relationships or disclose that he/she has no direct financial or intellectual relationships **in relation to the development of the Journal**.

AAO-HNSF Clinical Practice Guideline or Clinical Consensus Statement

Author/Reviewer:

All members who serve as authors or reviewers on clinical practice guidelines or clinical consensus statements must disclose all direct financial and intellectual relationships or disclose that he/she has no direct financial or intellectual relationships.

AAO-HNSF Position Statement Author/Reviewer:

All members who serve as authors or reviewers of position statements must disclose all direct financial and intellectual relationships related to the issue in the position statement, or disclose that he/she has no direct financial or intellectual relationships.

All Financial and Intellectual Relationship Disclosure forms are reviewed to determine if any potential conflict of interest may exist. If a potential conflict of interest is identified, the disclosure form is forwarded to the AAO-HNS/F Ethics Committee for review and resolution.

¹ A “Company” is a for-profit entity that develops, produces, markets, or distributes drugs, devices, services or therapies used to diagnose, treat, monitor, manage, and/or alleviate health conditions. Additionally, a company includes a for-profit entity that provides goods or services to physicians and/or their practice. This definition is not intended to include non-profit entities or entities through which physicians provide clinical services directly to patients.

²“Conflict of interest” is defined as any actual or potential situation in which an individual has competing professional or personal interests that would make it difficult to be unbiased. A conflict of interest may occur when: (1) an individual’s private interest differ from his/her professional obligations, or (2) professional actions or decisions occur that an independent observer might reasonably question. A conflict of interest depends on the situation and not on the character of the individual.

³ A “Partner in the first degree” is defined as financial relationships of a spouse or domestic partner.

Appendix C. Antitrust Compliance Statement

The American Academy of Otolaryngology – Head and Neck Surgery (AAO-HNS) is a non-profit, national medical association representing physicians and allied health professionals who specialize in the diagnosis and treatment of disorders of the ears, nose, throat, and related structures of the head and neck. The American Academy of Otolaryngology – Head and Neck Surgery Foundation (AAO- HNSF) is a non-profit, educational organization. Collectively the organizations are referred to as AAO- HNS/F. AAO-HNS/F serves its members by facilitating the advancement of the science and art of medicine related to otolaryngology, promoting education and research, and representing the specialty in governmental and socioeconomic issues. The organization’s mission is: “We help our members achieve excellence and provide the best ear, nose, and throat care through professional and public education, research, and health policy advocacy.”

AAO-HNS/F has a strict policy of compliance with federal and state antitrust laws. The antitrust laws prohibit agreements among competitors that restrain trade, and AAO-HNS members may be considered to be competitors for purposes of antitrust challenges even if their practices are not in the same geographic areas. The penalties for violations of the antitrust laws are severe for medical societies and their members.

In all AAO-HNS/F activities, each AAO-HNS member, as well as AAO-HNSF staff, shall be responsible for following the AAO-HNS/F’s policy of strict compliance with the antitrust laws. AAO-HNS/F officers, directors, committee chairs, and executive staff shall ensure that this policy is known and adhered to in the course of activities pursued under their leadership.

General Antitrust Compliance Principles

AAO-HNS/F will not become involved in the competitive business decision of its individual members, nor will it take any action that would tend to restrain competition. AAO-HNS/F is firmly committed to the principle of competition served by the antitrust laws, and good business judgment demands that every effort be made to assure compliance with all applicable federal and state antitrust laws and trade regulations.

AAO-HNS members in separate practices cannot come to understandings, make agreements, or otherwise concur on positions or activities that in any way tend to raise, lower, or stabilize prices or fees, allocate or divide up markets, or encourage or facilitate boycotts. Individual AAO-HNS members must make decisions regarding the amounts they charge for their services and other terms of dealing with patients, vendors, and third party payers on their own and without consultation with their competitors or AAO-HNS/F.

The antitrust laws are complicated and often unclear. If any member is concerned about being in a “gray area,” the member should consult with an antitrust attorney. If the conversation among competitors at an AAO-HNS/F meeting turns to antitrust-sensitive issues, participants should discontinue the conversation until legal advice is obtained or leave the meeting immediately.

Discussions of pricing or boycotts as part of AAO-HNS/F scheduled programs or at AAO-HNS/F-sponsored meetings could implicate and involve the AAO-HNS/F in extensive and expensive antitrust challenges and litigation. In addition, the U.S. Supreme Court has determined that an association can be

held liable for statements or actions in antitrust-sensitive areas by volunteer leaders who claim to speak for the association, even if they are not authorized to speak in that area. Directors and officers of AAO-HNS/F must, therefore, make clear whether they are speaking in their official capacity when they address such issues; by contrast, if they are making personal remarks outside of an AAO-HNS/F setting, the speaker should clearly state that he or she is speaking for him or herself, and not on behalf of the AAO-HNS/F.

To assist the AAO-HNS/F officers, directors, committee chairs and staff in recognizing situations that may give the appearance of an antitrust concern, the Board of Directors shall provide to each such person, copies of the this antitrust compliance statement. In addition, this statement shall be referenced at the start of each meeting where AAO-HNS/F business will be discussed, and this action will be noted in the minutes of the meeting.

Any violation of the antitrust policy will be brought to the attention of the Board of Directors, and the Board will deal with it in a timely and appropriate manner. The Board of Directors will consult with legal counsel when questions arise as to the manner in which the antitrust laws may apply to the activities of AAO-HNS/F.

Specific Rules of Antitrust Compliance

1. AAO-HNS/F activities shall not be used for the purpose of bringing about, or attempting to bring about, any understanding or agreement, written or oral, formal or informal, expressed or implied, among competitors with regard to prices or fees, terms or conditions of sale, discounts, territories or customers. For example, any agreement by competitors to “honor,” “protect,” or “avoid invading” one another’s geographic areas, practice specialties, or patient lists would violate the law.
2. AAO-HNS/F activities and communications shall not include discussion or actions, for any purpose or in any fashion, of prices or pricing methods or other limitations on either the timing of services or the allocation of territories or markets or customers in any way. For example, AAO-HNS members cannot come to understandings, make agreements, or otherwise concur on positions or activities that are directed at fixing prices, fees, or reimbursement levels. Likewise, AAO-HNS members cannot collectively make agreements as to whether they will or will not enter into contracts with certain managed care plans. Even if no formal agreements are reached on such matters, discussions of prices, group boycotts, or market allocations followed by parallel conduct in the marketplace can lead to antitrust scrutiny or challenges. Members may, however, consult with each other and freely discuss the scientific and clinical aspects of the practice of medicine.
3. AAO-HNS/F shall not undertake any activity that involves exchange or collection and dissemination among competitors of any information regarding prices, pricing methods, cost of services or labor, or sales or distribution without first obtaining the advice of legal counsel, when questions arise as to the proper and lawful methods by which these activities may be pursued. For example, caution should be exercised in collecting data on usual and customary fees, managed care reimbursement levels, workforce statistics, and job market opportunities. While the mere collection of data on such matters is permissible if certain conditions are met, antitrust concerns may arise if the data become the basis for collective action.

In general, AAO-HNS/F activities and communications shall not include any discussion or action that may be construed as an attempt to: (1) raise, lower, or stabilize prices; (2) allocate markets or territories; (3) prevent any person or business entity from gaining access to any market or to any customer for goods or services; (4) prevent or boycott any person or business entity, including managed care organizations or other third party payers, from obtaining services freely in the market; (5) foster unfair trade practices; (6) assist in monopolization; or attempts to monopolize; or (7) in any way violate applicable federal or state antitrust laws and trade regulations. The actual purpose and intent of AAO-HNS/F's policies and programs are important in this regard. They cannot be aimed at accomplishing anti-competitive objectives.

Revised 12/2012

Appendix D. Copyright Policy

Background Explanation

The policy set forth below is intended to protect and defend the content and contributions of our dedicated volunteers who create material on behalf of the specialty in the name of the Academy and Foundation, and who have a right to expect protection of all Academy and Foundation (“AAO-HNS/F”) intellectual property (such as their written documents, website contents, official names, logos, mailing lists, etc.) to the maximum extent possible. Membership and their elected board leaders deserve to have their donated contributions and work protected from personal or institutional exploitation by unauthorized entities.

The first paragraph below sets forth the default rule, which is that people should always assume that AAO-HNS/F owns the full copyright to all AAO-HNS/F materials distributed in any form by AAO-HNS/F.

The first paragraph goes on to allow people to use limited portions of AAO-HNS/F written materials for personal (non-commercial) purposes, such as in an educational research paper or educational speech. However, any such use should be accompanied by a copyright notice along the following lines: “The above materials are copyrighted by AAO-HNS [or if applicable AAO-HNSF] and are used with permission.” Any desired use of AAO-HNS/F materials beyond the limited personal use outlined above requires prior written permission from AAO-HNS/F.

The second paragraph clarifies that AAO-HNS/F owns all materials created or produced, and derivative works of that material, for and on behalf of the Academy or the Foundation, including volunteer authors and committee members. This provision is included because many volunteers who submit materials to nonprofit organizations mistakenly assume that they continue to own that written material and can continue to use it for any other purposes. This policy clarifies that AAO-HNS/F intends to own all materials submitted by volunteers, although those volunteers may in some cases be given written permission to make certain educational uses of the materials. The requirement for volunteers to acknowledge AAO-HNS/F’s ownership is also spelled out. Additionally, the volunteers are required to acknowledge that the materials were their own work.

The third paragraph below emphasizes that no person may use any AAO-HNS/F name, logo or tagline for any commercial purposes or in any way that might imply to the public that the person’s services or products are approved by or affiliated with AAO-HNS/F. As an educational and scientific nonprofit organization, AAO-HNS/F does not want to be seen as endorsing any particular private products and services.

Copyright Policy

All AAO-HNS/F materials including those in print and those posted on its websites, as well as those distributed digitally, are subject to copyrights owned or licensed by the AAO-HNS or AAO-HNSF unless indicated otherwise. AAO-HNS and AAO-HNSF provide limited permission for users to reproduce, retransmit, or reprint, for such user's own personal use only, part or all of any document as long as the copyright notice and permission notice contained in the document or portion thereof are included in such reproduction, retransmission, or reprinting. All other reproduction, retransmission, or reprinting of all or part of any document in print, otherwise disseminated or posted on any Academy website is expressly prohibited without written consent from AAO-HNS/F.

AAO-HNS/F materials include any works authored, co-authored, or contributed by the undersigned during his or her past, present, or future service as a member of the Boards of Directors, section leadership or any committee, task force or other similar body (collectively referred to as "committee"), as well as any related materials used for audio-visual presentation. All committee volunteers are required to grant and exclusively assign to AAO-HNS/F their right, title and interest, including copyright and all rights subsumed thereunder, in and to any materials produced during his/her past, present, or future service as a member of a committee. Committee volunteers are also required to further warrant that all materials produced for AAO-HNS/F are their own original works; that he/she is the sole owner of the materials; that the materials do not violate any copyright or any laws; and that the committee volunteer has not previously given the copyright to any other person or entity.

The names, logos and other trademarks of the AAO-HNS/F may not be used by any other party without prior, written permission. These names, trademarks, service marks, and logos may not be used in any advertising, publicity, or otherwise to indicate, suggest, or imply Academy or Foundation relationships, sponsorship of, or affiliation with any entity, individual, product or services, without prior express written permission.