



Summary of AAO-HNS Young Physicians Section Positions, Committee and Task Forces

Elected and Appointed Positions

Chair:

The Chair will identify initiatives pertinent to the Young Physicians Section (YPS). He/she will collaborate with American Academy of Otolaryngology—Head and Neck Surgery staff to develop a work plan to ensure that these initiatives are addressed during the 1-year term. The chair is responsible for running both the YPS General Assembly held during the AAO-HNS Annual Meeting and the YPS Governing Council meeting at the AAO-HNS Spring Leadership Forum. The chair also organizes and conducts a minimum of one quarterly conference call for the YPS Governing Council. The chair will respond to any inquiries or issues related to the YPS posed by AAO-HNS staff or leadership. The YPS Chair is required to attend the three AAO-HNS Board of Directors meetings as a non-voting guest. The Chair is one of four voting members of the YPS Governing Council. The chair is responsible for mentoring the Chair-Elect. AAO-HNS staff and leadership frequently contact the YPS chair requesting YPS perspective on various Academy matters and strategies. The chair is responsible for responding to these inquiries in a timely fashion and representing the views of the AAO-HNS young physician members.

Chair-Elect:

The Chair-Elect serves as Head of the YPS Programming Task Force. (See details regarding the Programming Task Force below.) During the year before she/he assumes the Chair position, the Chair-Elect assists the Chair in advancing YPS initiatives. The Chair-Elect executes all duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill the term of office, the Chair-Elect will become Chair. The Chair-Elect is an elected position and is a voting member of the YPS Governing Council. Attendance is required at the YPS General Assembly held during the AAO-HNS Annual Meeting & OTO Experience and the YPS Governing Council meeting at the 2020 AAO-HNS/F Leadership Forum & BOG Spring Meeting.

Immediate Past Chair:

The Immediate Past Chair will serve as a non-voting member of the YPS Governing Council for one year following completion of their term as Chair. The Immediate Past Chair will provide direction and mentorship to the Chair. The Immediate Past Chair will also serve as Chair of the Nominating Committee (See details below regarding the Nominating Committee). The Immediate Past Chair will also serve as the voting Board of Governor's Representative for the YPS. Attendance is required at the YPS General Assembly held during the AAO-HNS Annual meeting and the YPS Governing Council meeting at the 2020 AAO-HNS/F Leadership Forum & BOG Spring Meeting. He/she will also attend the Board of Governor's General Assembly

Meetings at both the AAO-HNS Annual Meeting & OTO Experience and the 2020 AAO-HNS/F Leadership Forum & BOG Spring Meeting.

Secretary:

The Secretary coordinates communication efforts for the YPS section and is an elected member of the YPS Governing Council. He/she serves as the head of the YPS Communications Task Force and is responsible for keeping members of the YPS up to date on both YPS section and AAO-HNS initiatives. The Secretary should have expertise in the utilization of social media and ENT Connect as these are the primary means of communication used within the YPS. The Secretary serves a one-year term. (See details below for the Communications Task Force). Attendance is required at the YPS General Assembly held during the AAO-HNS Annual Meeting & OTO Experience and the YPS Governing Council meeting at the 2020 AAO-HNS/F Leadership Forum & BOG Spring Meeting.

Member-at-Large:

The Member-at-Large serves as an elected member of the YPS Governing Council for a one-year term. The Member-at-Large is a member of the YPS Programming Task Force and is responsible for facilitating the YPS Speed Networking Event at the AAO-HNS/F Leadership Forum & BOG Spring Meeting. The Member-at-Large is also in charge of the YPS Model Mentor Award program. He/she solicits nominations for the award and selects recipients with input from the Governing Council. This position also presents the award at the YPS General Assembly during the AAO-HNS Annual Meeting & OTO Experience. Attendance is also required at the YPS Governing Council meeting at the 2020 AAO-HNS/F Leadership Forum & BOG Spring Meeting.

Nominating Committee Member (2 positions per year):

Members of the Nominating Committee are elected by the YPS membership. They are responsible for working with the Immediate Past Chair to solicit candidates to serve in both YPS appointed and elected positions. The Nominating Committee presents a slate of candidates for YPS' annually elected positions. Nominating Committee members serve a term of one year and may not serve more than (3) consecutive terms on the Nominating Committee. Additionally, Nominating Committee members are invited guests to all YPS Governing Council meetings.

American Board of Otolaryngology (ABOto) Liaison:

The ABOTO liaison is responsible for keeping YPS members up-to-date with ABOTO initiatives. The liaison communicates with the leadership of the ABOTO to provide the perspectives of young physicians pertaining to ABOto policies and programs. The liaison should be familiar with maintenance of certification requirements in order to best represent the views of YPS members. The Liaison is an invited guest to all YPS Governing Council meetings. The term for this appointed position is one year with an option to renew for a second year.

American Medical Association (AMA) Young Physicians Section (YPS) Delegate:

The AMA Delegate is required to attend both the AMA Young Physician Section Interim Meeting in November and the AMA Annual Meeting in June. He/she serves as a liaison between the YPS and the AMA. The delegate is tasked with composing and sharing a summary of AMA activities

and initiatives pertinent to YPS members following the two AMA meetings. The delegate must be an AMA member. This is an appointed position with a two-year term. Travel expenses to the AMA meetings will be reimbursed per AAO-HNS policy. The AMA Delegate is an invited guest to all YPS Governing Council meetings.

Board of Governors (BOG) Legislative Affairs Committee YPS Representative:

The BOG Legislative Affairs Committee Representative is required to attend the BOG Legislative Affairs Committee meetings at AAO-HNS Annual Meeting & OTO Experience and the AAO-HNS/F Leadership Forum & BOG Spring Meeting. This representative is charged with keeping members of the YPS informed on current advocacy and legislative issues that are being addressed within this BOG committee. The representative is tasked with providing a summary report of BOG Legislative Affairs Committee proceedings to YPS constituents. He/she will also work to engage YPS members in grassroots advocacy efforts and outreach to lawmakers. The term for this appointed position is one year.

BOG Socioeconomic Grassroots (SEGR) Committee YPS Representative:

The BOG SEGR Committee Representative is required to attend the BOG SEGR Committee meetings at AAO-HNS Annual meeting and the AAO-HNS Spring Leadership Forum. The BOG SEGR is responsible for disseminating pertinent information from SEGR Committee proceedings to the YPS membership. The representative is tasked with providing a summary report of BOG SEGR Committee proceedings to YPS constituents. The purpose of the BOG SEGR Committee is to represent the concerns of the practicing otolaryngologist. The committee is tasked with advising the BOG of government regulations and other third-party actions that impact otolaryngologists; promoting public relations activities; and engaging state and specialty society BOG members. The YPS representative is responsible for relaying issues and concerns from young physicians in these areas to SEGR Committee leadership. The term for this appointed position is one year.

YPS ENT PAC Delegate:

This delegate is required to attend ENT PAC Committee meetings/events at AAO-HNS Annual meeting and the AAO-HNS Spring Leadership forum. ENT PAC is the Academy's political action committee which works to advance legislative and policy issues important to otolaryngologists and their patients. The YPS ENT PAC Delegate serves as a liaison between the YPS and ENT PAC and is tasked with promoting YPS involvement and engagement in the ENT PAC. The term for this appointed position is two years.

Committee and Task Forces

Nominating Committee:

The Nominating Committee consists of the Immediate Past YPS Chair and two elected YPS members. The Nominating Committee is responsible for soliciting qualified candidates of diverse backgrounds to serve in both elected and appointed positions for the YPS. The Nominating Committee is also tasked with working with AAO-HNS staff to send out correspondence to YPS members regarding application and election information and deadlines.

Members of this committee review applications and present a slate of candidates for YPS leadership.

Communications Task Force:

The Communications Task Force is charged with keeping YPS members connected and informed through social media platforms and ENTConnect. For example, members of the task force are responsible for posting interesting articles and pertinent reminders to our YPS ENT Connect and Facebook pages weekly. Members of this task force are also asked to contribute ideas for 'Reflection' articles for Otolaryngology Head and Neck Surgery and short correspondence topics for the AAO-HNS Bulletin. A minimum of 4 reflection articles per year is requested.

Approximately 10 to 15 YPS members will be appointed to this task force. Members of this task force should have an interest or expertise in the use of social media and online platforms to promote engagement. Task force members will be asked to attend in-person meetings at the AAO-HNS Annual meeting and the AAO-HNS Spring Leadership forum as well as one to two conference calls over the course of their one-year term.

Programming Task Force:

The Programming Task Force is charged with developing content for both the AAO-HNS Annual Meeting & OTO Experience and the AAO-HNS/F Leadership Forum & BOG Spring Meeting. The group identifies topics of interest to YPS and then develops proposals for panels and expert series. Members of this task force may be asked to serve as moderators for YPS programming proposals. A future initiative for this task force includes developing a mentoring program for young physicians that would seek assistance composing proposals and abstracts for national meetings. Approximately 10 to 15 YPS members will be appointed to this task force. Members of this task force should have an interest or expertise in programming. Task force members will be asked to attend in-person meetings at the AAO-HNS Annual Meeting & OTO Experience and the AAO-HNS/F Leadership Forum & BOG Spring Meeting as well as one to two conference calls over the course of their one-year term.

Engagement Task Force: The Engagement Task Force is responsible for identifying ways to increase young physician involvement in the YPS. Task force members are responsible for identifying innovative ways to keep the section engaged and excited. Examples of past initiatives include the development of a document that includes abbreviated descriptions of each YPS position and committee; organization of a "Transition meeting" to aid in the succession of leadership and committee positions; and, conception of a YPS Networking Social Hour at the AAO-HNS Spring Leadership Forum. Task force members also provide suggestions for speakers and activities for the YPS General Assembly meeting held during the AAO-HNS annual meeting. Approximately 10 to 15 YPS members will be appointed to this task force. Members of this task force should have an enthusiasm for YPS and AAO-HNS involvement and be prepared to innovate to engage their peers. Task force members will be asked to attend in-person meetings at the AAO-HNS Annual Meeting & OTO Experience and the AAO-HNS/F Leadership Forum & BOG Spring Meeting as well as one to two conference calls over the course of their one-year term.

Practice Management Task Force: The Practice Management Task Force is responsible for creating or identifying practice management resources that are useful to the YPS membership. For example, the task force recently finished developing a “YPS Practice Management Toolkit” that will be available on the YPS homepage and will provide links to valuable resources on practice management. The task force will ensure this resource stays current in upcoming years. Task force members are also responsible for identifying topics and speakers for a series of 3 to 5 podcasts per year on practice management topics pertinent to YPS members. Approximately 10 to 15 YPS members will be appointed to this task force. Members of this task force should have an interest or expertise in an aspect of practice management. Task force members will be asked to attend in-person meetings at the AAO-HNS Annual Meeting & OTO Experience and the AAO-HNS/F Leadership Forum & BOG Spring Meeting, as well as two to three conference calls over the course of their one-year term.

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