

DECEMBER 2019



**AMERICAN ACADEMY OF  
OTOLARYNGOLOGY-  
HEAD AND NECK SURGERY**

**Board of Governors (BOG):  
Legislative Representative**

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## **HISTORY & BACKGROUND OF THE BOG**

The BOG was established in 1982 as a grassroots Member network within the AAO-HNS. The BOG is made up of local, state, national, and specialty otolaryngology-head and neck surgery societies. The BOG functions as a grassroots advisory body to the AAO-HNS/F Boards of Directors (BOD) in order to:

- Act as an avenue of communication between the BOD, AAO-HNS membership (U.S.), and the local, state, regional, and national otolaryngology-head and neck surgery organizations;
- Make recommendations regarding the programs and policies of the AAO-HNS;
- Seek out and involve practitioners of otolaryngology-head and neck surgery in academic, social, economic, and political issues relative to the specialty;
- Strengthen the AAO-HNS and otolaryngology societies; and
- Support the general good of patients, the specialty, and the medical profession.

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## **REPRESENTATION IN THE BOG**

Each affiliated BOG society has three (3) designated positions to the BOG – Governor, and two Alternate Governors (a Legislative Representative and a Socioeconomic & Grassroots [SEGR] Representative). The Governor is the designated individual permitted to vote on behalf of their respective society on matters before the BOG. In the event that the Governor is not in attendance at a meeting of the BOG (spring or fall), an Alternate Governor (Legislative Representative or SEGR Representative) can vote on the Governor’s behalf.

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## **DUTIES OF BOG REPRESENTATIVES**

BOG member society representatives are expected to serve as the bridge between the individual society and the AAO-HNS. In their liaison role, these individuals are primarily responsible for communicating and coordinating information and requests to/from BOG leaders and society members.

The BOG Governors/Alternate Governors are expected to attend the BOG General Assembly during the Leadership Forum & BOG Spring Meeting and the fall Annual Meeting. In addition, the Representatives are invited to attend their respective BOG committee meetings during the spring and fall meetings.

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## **SUMMARY OF ROLE: LEGISLATIVE REPRESENTATIVE**

The BOG Legislative Representative is a role assigned in every local, state, national, and specialty society recognized by the BOG. The Legislative Representative will be the primary conduit for updating the member society of BOG initiatives relating to legislative and political matters. Legislative Representatives will also report to the BOG and its Legislative Affairs Committee key legislative issues impacting their society.

### **Specific tasks of the Legislative Representative**

- Act as a liaison between your state society and the Academy on legislative issues;
- Participate in all Academy Legislative Grassroots programs (i.e. PROJECT 535, state trackers, and the ENT Advocacy Network);

- Promote ENT PAC and the above-mentioned grassroots programs at your society meetings and in society publications;
- Attend and participate in the Fall and Spring Legislative Affairs Committee activities as non-voting observers; and
- Potentially fill-in as an Alternate Governor during BOG General Assemblies. (Please coordinate with your Governor and SEGR representative before meetings).

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## **BOG COMMITTEES**

All AAO-HNS active members are eligible to apply to become a member of a BOG Committee or attend BOG Committee meetings. Committee appointments are done on an annual basis and appointed by the BOG Executive Committee in consultation with the Chair and Vice Chair of the respective committee. The BOG has three committees: Governance & Society Engagement, Legislative Affairs, and Socioeconomic & Grassroots.

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## **BOG LEGISLATIVE AFFAIRS COMMITTEE CHARGE**

The BOG Legislative Affairs Committee shall be charged with defining and coordinating the BOG Legislative Representative's role in disseminating information to their respective local, state, and national BOG societies regarding AAO-HNS legislative and political initiatives. The committee shall work with the AAO-HNS Legislative Advocacy team to keep members informed of key legislative issues impacting otolaryngology-head and neck surgery and encourage member engagement in the specialty's grassroots efforts and outreach to lawmakers.

## **JOB DESCRIPTION FOR LEGISLATIVE AFFAIRS COMMITTEE MEMBERS**

Expectations:

- Participate in all Legislative Affairs Committee phone conferences and meetings;
- Help to develop the fall and spring Committee meetings/program content;
- Attend the fall Annual Meeting and Leadership Forum & BOG Spring Meeting;
- Be aware and active in following legislative issues locally, regionally, and nationally;
- Timely respond to emails from the BOG, the Chair/Vice Chair of the Committee, and staff;
- Be fully engaged participants of the Committee;
- Participate in all Academy Legislative Grassroots programs (i.e. PROJECT 535, state trackers, ENT Advocacy Network);
- Be part of Committee taskforces and ad hoc groups;
- Promote ENT PAC participation among Academy members;
- Encourage BOG society members to become active participants in the Committee's initiatives; and
- Reach out to societies which are dormant, societies not providing updated representatives, societies with no representation at BOG meetings, and encourage their engagement and participation.

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## **BOG RESOURCES**

Questions? Please contact BOG staff at [bog@entnet.org](mailto:bog@entnet.org). More information about the BOG can be found at <http://www.entnet.org/bog>. BOG members are also encouraged to post statements, questions, and discussions on the BOG community on [ENTConnect](#).