

## AAO-HNS/F President-Elect

### Election and Term of Office:

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One-year term followed by one-year as President and subsequent year as Immediate Past President.

### Role / Authority (as specified in the bylaws of the organization):

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- Shall have vote on Board and Executive Committees. (5.04)
- Shall perform the duties and exercise the powers of the President in the absence or disability of the President and shall perform such other duties as shall be prescribed from time to time by the Board of Directors. (5.04)
- Shall name his or her nominees for committee positions, including committee chairs, for which he or she will have nominating responsibility. (5.04)
- Shall coordinate the various Academy committees by annually (a) reviewing the charges to committees, (b) considering whether existing committees continue to serve a useful function, and (c) considering whether new committees are needed. (5.04)
- Shall report any recommendations for changes thereto to the Board of Directors. (5.04)

### Yearly Time Commitment of the President:

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- Attend all regularly scheduled Boards of Directors Meetings. (reading materials in advance of the meeting approximately 4-6 hours prep time).
- Attend with EVP/CEO the ASAE CEO Symposium (2 days)
- Attend designated meetings/events during the Annual Meeting (4-5 days), including but not limited to meetings of the Executive Committees and Boards of Directors.
- Participate in Executive Committee email discussions (1-2 hours per month, depending on necessity).
- Regularly scheduled briefing calls with EVP/CEO and President (approximately six 30-minute to 1-hour per call/calls held biweekly, based on the President's preference).
- Complete Board surveys as requested (3-5 per year for a total of 8-10 hours).

### Responsibilities of the President:

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- Be knowledgeable about the Academy's mission and strategic plan; be an ambassador for the Academy and the Foundation.
- Adhere to the organization's Financial and Intellectual Relationship Disclosure Policy by completing and updating a written disclosure 30 days prior to each Annual Meeting Board meeting, to include relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests, such as, but not limited to leadership roles with another association, society, journal, or certification body (e.g., ABOHNS). The submitted statements will become an appendix to each of the Board Agenda books making them a ready reference during the meeting for all attendees. Furthermore, it is the responsibility of each Board member to declare any relevant conflicts openly during discussion at the Board meeting and prior to vote on any agenda item for which the member has a real and or potential conflict of interest or financial relationship.
- Meet with the leadership of other societies involved with otolaryngology as needed.
- When invited, give reports at meetings of the AAO-HNS Board of Governors.

- Make every attempt to respond timely and to meet deadlines.
- Be reimbursed for travel expenses in accordance with the Academy's policies and provided that the Board member satisfies the requirements for participating in the meeting.