



AAO-HNS/F

COMMITTEES

Member Handbook



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TABLE OF CONTENTS

COMMITTEE OVERVIEW

Academy and Foundation Committees	1
Education Committees.....	1
Board of Governors (BOG), the Otolaryngology Private Practice Section (OPPS) Committees, and the Women in Otolaryngology Section (WIO) Committees.....	1
Standing Committees.....	1
Steering Committees.....	1

COMMITTEE STRUCTURE

Composition and Service Term of Academy and Foundation Committees.....	1
Members Qualified to Serve on Committees.....	2
Voting versus Non-voting Members	2
Composition and Service Term of Education Committees	2
FLEX Work Groups.....	3
Annual Meeting Program Committee.....	3
Board of Governors (BOG) Committees	3
Section for Women in Otolaryngology (WIO) Committees	3
Section for Otolaryngology Private Practice Section (OPPS) Committees	3
Qualifications	3
Committee Application and Appointment Process.....	3
Requirements.....	4
Appointment and Term Exceptions	4
Special Appointments	4
Board and Staff Roles.....	4

POLICIES AND PROCEDURES

Financial and Intellectual Relationship Conflict of Interest Resolution Policy	5
Online Financial and Intellectual Relationship Disclosure Form	5
Antitrust Compliance Statement	5
Copyright Policy	5
Submission Policy	5

COMMITTEE MEETINGS AND MINUTES

What to Include in the Minutes.....	5
What Not to Include in the Minutes.....	5
New Committees and Committee Dissolution	6
Establishing a Section	6
Process	6
Development of Official Policies or Education Materials.....	6
Position Statements and Official Spokesperson	6
Non-Members with Press Credentials.....	7
Travel and Expense Reimbursement.....	7
Rules of Order.....	7

RESPONSIBILITIES

Steering Committee Chair Appointment	7
Steering Committee Chair.....	7
Committee Chair	8
Chair-Elect.....	9
Voting Committee Member.....	9
Non-Voting Committee Member	10
Consultant.....	10
Society Representative.....	11
Responsibilities of a Society Representative	11
Volunteers/Guests.....	11
Staff Liaison.....	11

COMMITTEE CHAIR EVALUATION PROCESS

Communication.....	12
Performance.....	12

COMMITTEE OVERVIEW

Welcome to AAO-HNS/F Committee service. This handbook contains information to help answer your questions and provide guidance on successfully serving on a Committee. We recognize your commitment and the time investment and expertise you give to strengthen and influence many important decisions and projects that directly impact your specialty, your colleagues, and the future of patient care. AAO-HNS/F committees are most commonly referred to and divided into Academy, Foundation, Education, Standing, and those affiliates with the Board of Governors, the Otolaryngology Private Practice Section, and the Women in Otolaryngology Section.

Academy and Foundation Committees

Academy committees are established by the Board of Directors and are generally charged with promoting and increasing the knowledge of specific clinical subspecialties of otolaryngology/head and neck surgery, developing recommended practices to enhance the delivery of otolaryngological care and the overall patient experience, provide guidance for Academy management and governance, and other focused purposes determined by the Board.

Similar to Academy committees, Foundation committees are established by the Board of Directors and are generally tasked with international outreach, defining quality and safety, research, and preserving the history of the specialty.

Education Committees

Education committees fall under the auspices of the Foundation and develop programming related to the business of medicine and the specific clinical subspecialties of otolaryngology. The Annual Meeting Program Committee, also an education committee, oversees the development of educational content for the Annual Meeting & OTO Experience.

Board of Governors (BOG), the Otolaryngology Private Practice Section (OPPS) Committees, and the Women in Otolaryngology Section (WIO) Committees

BOG committees focus on advocacy and practice needs while fostering communication between the local, state and specialty societies and the AAO-HNS/F Boards of Directors. WIO committees identify and advocate for ongoing women's issues and needs and assist the career development of women otolaryngologists and those considering careers in otolaryngology. OPPS committees address the financial, administrative, and strategic aspects of otolaryngology practice management as well as conduct outreach activities, including education, to residents and fellows-in-training either in or considering private practice as a primary setting.

Standing Committees

Standing committees are authorized in the bylaws to perform specific functions. Current standing committees are the Executive Committee; Articles of Incorporation and Bylaws Committee; Nominating Committee; Audit Committee; Ethics Committee; and the EVP Performance Evaluation and Compensation Committee.

Steering Committees

Steering committees are exclusive to international, education, and research committees (for example all education committees are clustered in the Education Steering Committee) and foster better coordination, accountability, and communication with the Boards of Directors. Steering committees are chaired by a Board liaison and membership consists of the chairs and chair-elects from each committee within that Steering Committee.

COMMITTEE STRUCTURE

Composition and Service Term of Academy and Foundation Committees

Composition and Service Term of Academy and Foundation Committees Academy and Foundation Committee members may serve a maximum of six years (three 2-year terms), regardless of position. A member is required to wait two years following the conclusion of their third consecutive term to reapply for appointment to the same committee; however, members may apply for appointment to other AAO-HNS/F committees. The two year wait period begins the day after the member's third term ends (October 1), and runs until September 30, two years hence. The member is eligible to apply for reappointment to the same committee beginning November 1 of the year their two year wait period ends.

Committee members are limited to serving on a maximum of two Academy or Foundation committees at a time. A member cannot chair two Academy/Foundation/Education/Section or a combination of such concurrently. If a member is nominated for two different chair positions, the decision will be made by the President-Elect in consultation with the CEO/EVP and Ethics Committee Chair. Service as a voting, non-voting or consultant member on a BOG, OPPS, or WIO committee does not count towards the two-committee maximum.

Members Qualified to Serve on Committees

The following member types are eligible to participate as voting or non-voting members of a committee and include both U.S. and international categories: Fellow/Member; Resident/Fellow-in-Training; Retired, and Lifetime. Administrators, Affiliates, Associates, and Student Members are not eligible to serve on committees.

Voting versus Non-voting Members

The following member categories are eligible to participate as voting members of a committee: Fellow/Member; Fellow/Member-in-Training; Scientific Fellow; Life Fellow/Member; Retired Fellow; Retired Member; Resident; International Fellow/Member; International Fellow/Member-in-Training; International Resident; International Retired; and International Life Fellow/Member.

Academy and Foundation Committees consists of the following positions:

Voting Chair	Maximum of 1	Non-voting Consultants	Maximum of 3
Voting Chair-Elect	Maximum of 1	Non-voting Board Representative	Maximum of 1
Voting Members	Maximum of 16	Non-voting Society Representative	Maximum of 1 per society
Non-voting Members	Maximum of 3	Non-voting AAO-HNS/F Staff Liaisons	One or more

The Immediate Past President and Board-appointed Coordinator can serve on a specific committee as non-voting Board Representatives at the discretion of the President. This is the only circumstance where more than one Board Representative is permitted to serve on a committee. Their term ends concurrently with their term on the Board, or sooner if the President deems it appropriate.

The President and the Executive Vice President & CEO serve as non-voting, Ex-Officio members on all AAO-HNS/F committees.

Composition and Service Term of Education Committees

Education committees' composition and service terms vary from Academy and Foundation committees:

Voting Chair	Maximum of 1, who may serve two consecutive 2-year terms with the potential to serve an additional 2-year term as a consultant.
Voting Chair-elect	Maximum of 1, who is appointed no later than their 4th year on the committee; serve a 1-year term as chair-elect; and may serve two consecutive 2-year terms as chair with eligibility to serve one 2-year term as a consultant. Chair-elects may be appointed from a Focused Lifelong Education Xperience (FLEX) work group only if entering their final (sixth) year on the work group. These chair-elect appointments are not eligible to serve as consultants as it would exceed the maximum of 10 consecutive years on the committee.
Voting Members	Maximum of 20, each eligible to serve three consecutive 2-year terms, up to a maximum of 6 consecutive years.
Non-voting Members	Maximum of 10 and includes up to 8 FLEX work group members.

FLEX members completing their 6-year term on a work group may be appointed to the respective education committee as a voting member for up to two additional two 2-year terms.

Non-voting Consultants	Maximum of 3
Non-voting Board Representative	Maximum of 1
Non-voting Society Representative	Maximum of 1 per society

Current education committee members close to exceeding their maximum of 10 consecutive years of service will not be removed in the middle of the term, except for reasons of performance deficiencies.

FLEX Work Groups

FLEX Work Group members serve a 6-year term to produce the Education Committees' section of FLEX, with each working group composed of approximately eight members. FLEX Work Groups' output requires an extended term of service and falls outside the standard 2-year term of committee service.

Annual Meeting Program Committee

The Annual Meeting Program Committee advises and assists the Coordinator in the responsibilities for organizing the education program at the Annual Meeting. The Committee also aids in evaluating and assessing current programs and recommend changes as deemed necessary.

Board of Governors (BOG) Committees

BOG committee terms and positions are different than Academy and Foundation committees. Details on BOG committees can be found in the [BOG Bylaws](#). Appointment to a BOG committee does not count against the maximum of two Academy or Foundation committee appointments.

Section for Women in Otolaryngology (WIO) Committees

WIO committee terms and positions are different than Academy and Foundation committees. Details on WIO committees can be found in the [WIO Bylaws](#). Appointment to a WIO committee does not count against the maximum of two Academy or Foundation committee appointments.

Section for Otolaryngology Private Practice Section (OPPS) Committees

OPPS committee terms and positions are different than Academy and Foundation committees. Details on OPPS committees can be found in the [OPPS Bylaws](#). Appointment to an OPPS committee does not count against the maximum of two Academy or Foundation committee appointments.

Qualifications

To serve on a committee, participants must be members of the AAO-HNS in good standing. Current committee members who have not paid their dues by January 15 of each year will have their committee assignments revoked and will not be reinstated upon receipt of their late dues payment. The member must wait two (2) years before reapplying for appointment to the same committee(s). First-time members applying for committee appointments must pay their current year dues no later than January 15 to remain qualified for committee membership consideration.

Committee Application and Appointment Process

Members may submit an online application for Academy, Foundation, Education, BOG, OPPS, and WIO committee membership between November 1 and December 31 each year by visiting www.entnet.org/committees. Notification of the application process is placed in *OTONews*, the *Bulletin*, on the Academy's homepage at www.entnet.org, and sent via email to all qualified members.

Committee members completing the second year of their first or second terms are automatically considered for reappointment by the committee chair during the committee appointment process. No action is required on the committee member's part during the committee application period to be considered for reappointment to a second or third term on a committee.

Once the process closes, applications are sent to the respective committee chairs in February for review. Committee chairs submit their recommendations online for reappointments, transitions, new appointments and when appropriate, chair-elect, by early March. Chair-elects should be recommended when the chair is completing their first or third year as chair. Committee chairs not submitting their recommendations for appointments, transitions and new appointments by the deadline delegate their appointment recommendations to the Academy's President-elect, in consultation with the Chair of the Ethics Committee.

The President-Elect reviews the appointment applications and committee chair recommendations and makes the final selection in consultation with the Chair of the Ethics Committee. Final recommendations are approved by the Executive Committee in May, and all applicants are notified of their selection status in early June. Committee terms begin on October 1 or at the conclusion of the AAO-HNSF Annual Meeting & OTO Experience, whichever is later.

Requirements

By accepting a committee appointment, a member agrees to follow all committee policies established by the Academy. These include updating their online AAO-HNS/F Financial and Intellectual Relationship Disclosure on an annual basis and when there has been a change in status; updating changes in their contact information (email addresses, telephone, fax and mailing addresses) with the AAO-HNS/F; having electronic communications capabilities with email and web access; and, conducting all committee communication and general committee business in their respective committee's ENTConnect community. Committee members are also required to have committee community notifications set for "real time" and not "daily digest" or "no email" to ensure receipt of time-sensitive committee communications.

Appointment and Term Exceptions

Residents and Fellows-in-Training	The term for residents and fellows-in-training is one two-year term; the member is ineligible for reappointment to the same committee for a period of at least two years. In the interim, they may apply to serve one two-year terms on other committees. Residents and fellows-in-training may serve in voting or non-voting committee roles.
Chair-Elect	The term of a chair-elect is one year and is considered a transition year before becoming committee chair. This transition year counts against the maximum of six consecutive years permitted on a general committee, or towards the maximum of ten consecutive years on an education committee. The chair-elect should be selected while the current committee chair is coming to the end of their first or third year as chair.
Consultants	The term of a consultant is a single two-year term after which the member must rotate off the committee for at least two years before reapplying to the same committee. A consultant cannot transition to any other position during their two-year term or be appointed to serve a two-year term if it will exceed the maximum years permitted on a committee, in which case they would be limited to serve a one-year term.
Society Representatives	A society representative is appointed by their respective society's president or chair to a non-voting position serving a maximum of one one-year term. Societies may select a current voting member of the committee as their representative to maintain voting status.

Special Appointments

In very limited circumstances, Coordinators serving on the Academy and Foundation Boards can appoint members to their committees by requesting the review and endorsement of the Executive Committee, and approval of the Board. This only applies to research and education committees, the Annual Meeting Program Committee, and the Physicians Payment Policy (3P) Workgroup.

Board and Staff Roles

Each committee is assigned a non-voting board liaison. For research and education committees assigned to a steering committee, the board member chairing that steering committee serves as the board liaison to each constituent committee. The term of service on a steering committee parallels the term of the board member's position on the board.

Whenever possible, board members are assigned as a liaison to committees consistent with their areas of expertise and interest. While board members are not required to attend meetings of all the committees they are assigned to, participation is encouraged as much as possible.

Each committee is assigned at least one Academy staff liaison. The staff liaison works with the committee chair to develop agendas, distribute materials before meetings, prepare draft meeting minutes, assist between meetings, and aid in the implementation of action items. The staff liaison is responsible for taking a roll call at the start of each meeting to ensure a quorum of voting members is present. Without a quorum, the meeting may not be called to order and the staff liaison is not obligated to stay for any informal discussions. Finally, the staff liaison works with the committee chair to ensure that committee meetings held in addition to the annual Foundation meeting (conference calls/Zoom Meetings) do not begin later than 8:00 pm (ET), Monday through Friday.

POLICIES AND PROCEDURES

Policies referenced throughout this handbook can be found in full-text version on the Academy's website by clicking to the appropriate link, below:

- [Financial and Intellectual Relationship Conflict of Interest Resolution Policy](#)
- [Online Financial and Intellectual Relationship Disclosure Form](#)
- [Antitrust Compliance Statement](#)
- [Copyright Policy](#)
- [Submission Policy](#)

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 calls at various times throughout the year. Not all committees meet at each of these times. Committees are encouraged to meet as often as necessary to conduct necessary business.

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. As a rule, travel expenses are not reimbursed for committee meetings held in conjunction with the Foundation annual meeting and the official societies meetings.

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. Unexcused absences should not exceed one meeting per term. Two are grounds for dismissal prior to the committee member's term end date. If committee members are dismissed in mid-cycle, committee chairs may suggest the names of replacements for appointment by the President. 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.

The AAO-HNS/F maintains a strict policy which prohibits the release of any/all committee meeting minutes in any publication available to the public unless approved in advance by the appropriate AAO-HNS/F Board of Directors. However, as AAO-HNS/F committee meetings are open to members, any member in good standing can request the *previously approved* minutes of meetings. Under no circumstances, should they be distributed to the public.

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

Minutes are an official record of actions the committee took at a meeting, not a record of everything that was said. They serve a historical purpose and a legal purpose, documenting the group's adherence to the proper procedures and the association's bylaws. Minutes and recordings made during a meeting are discoverable in litigation, so it is imperative to be prudent about what is included.

What to Include in the Minutes

The minutes should include the title of the group that is meeting; the date, time, and venue; the names of those in attendance (including staff) the person recording the minutes; and the agenda. The minutes should follow the order of the agenda, with a basic, general, summary sentence or two for each item, along with the name of the person who presented it.

Votes taken should appear in their place of order in the agenda. Generally, don't include names. Instead, record what happened: "Action: Motion made, seconded, and carried." There is one exception: When the board approves executive compensation or a transaction with a board member, that action should be recorded—along with the names of those who voted for and against, the information provided on which they based their decision, and the outcome. This additional detail can help establish a rebuttable presumption that the action was reasonable and can help avoid IRS sanctions.

What Not to Include in the Minutes

Since minutes are public documents that members may ask to review, be clear on what to exclude. Avoid direct quotations; even without a name, the speaker may be identifiable. Don't report details of discussions, especially who said what. When items not on the agenda are discussed, note simply that "time was provided for members to discuss items not on the agenda." Also, note that minutes are not the place for future action items or to-do lists.

Finally, once the minutes are approved, destroy any notes and audio or video recordings of the meeting. The final approved minutes should be the only record of the meeting that you distribute and keep.

Adapted from "Minutes are not a detailed report on your board or committee meeting. Here's what to put in and what to leave out" by Jeanette Panning, CAE, Associations Now Magazine, September/October 2016

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.

New Committees and Committee Dissolution

The first step to applying for committee status is to submit a request to the CEO/EVP to form a study group. This must include a formal outline of what the study group will accomplish and its purpose. The request will then be submitted by the CEO/EVP to the Executive Committee for approval. If approved, the study group is active for two years before submitting to the EVP/CEO a proposed committee charge, minutes from two years of 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. The Executive Committee then reviews the study group's achievements, the proposed charge, and committee composition. Once the review process is completed, the Executive Committee renders a decision, which must be approved by the full Board of Directors. The approval of a study group does not guarantee approval of a new committee. The study group will be evaluated after two years with a final determination made based on need and performance. 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.

Establishing a Section

AAO-HNSF provides opportunities for members to contribute to the organization through committee service and/or as a member or leader of a section. Committees represent specific areas or topics of interest and help guide the organization's activities. Sections represent specific groups of members with broad as opposed to topical interests. Committees are charged with promoting and increasing the knowledge of specific clinical and scientific areas, acting as a resource to the Academy's governance body and the specialty, and developing best practices to enhance the delivery of care and the overall patient experience. Sections exist as a structure for similar groups of narrowly defined members with specific attributes and characteristics the opportunity to collaborate to increase relevant knowledge and skills and interact with peers sharing similar characteristics.

Process

The first step to applying to become a Section is to identify the unique characteristics of the proposed Section, including any current representation by committee or existing Section and submit a request to the CEO/EVP to form a study group. This must include a formal outline of what the study group will accomplish and its purpose. If the request meets the criteria to be a Section, the request will then be submitted by the CEO/EVP to the Executive Committee for approval. If approved, the study group is active for two years before submitting to the EVP/CEO proposed Section bylaws, minutes from two years of meetings, a list of at least five significant tasks completed, three proposed tasks for the upcoming year, and a list of at least six academy members agreeing to serve in Section leadership positions for a minimum of 2-years. A study group works autonomously with no liaison support for the 2-year duration. The Executive Committee then reviews the study group's achievements, the proposed bylaws, leadership composition and the availability of internal staff support. Once the review process is completed, the Executive Committee renders a decision. If the Executive Committee votes to approve the study group to become a section, it must then be voted on and approved by the full Board of Directors. If a proposal to create a study group is not approved, the submitters must wait 2-years prior to resubmitting a new request to form a new study group covering the same topic. The approval of a study group does not guarantee approval of a new Section. The study group will be evaluated after two years with a final determination made based on need and performance.

Development of Official Policies or Education Materials

Individuals, committees, or groups of members may propose a policy statement for the Academy. 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 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 provide these 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, or the Coordinator for Health

Policy. 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.

Non-Members with Press Credentials

Non-Members with Press credentials are not permitted to attend any committee meeting without a specific invitation approved in advance by the Executive Committee.

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 scanned or 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 Academy/Foundation. (Article III, 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 and the committee is not permitted to conduct any business. 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. The committee chair shall be responsible for conducting a voting process that ensures only voting members cast a vote.

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. Steering Committees are exclusive to international, education, and research committees. 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 which is equal to the Coordinator or Board member's term on the Board of Directors.
2. Serve as the primary Foundation Board representative for the designated committee.
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 group (this is not required but is encouraged).

Committee Chair

1. Serve a two-year term, with the potential for appointment to a second two-year term, serving 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., and respond in a timely manner to staff liaison communications. Coordinate scheduling of committee conference calls with the staff liaison to ensure that they are planned to begin no later than 8:00 PM Eastern Time, Monday through Friday.
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 Antitrust Compliance Policy, Financial and Intellectual Relationship Disclosure Policy, Copyright Policy and Submission Policy 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 only those 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.

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). This one-year term counts against the maximum of six consecutive years of service on an Academy or Foundation committee, and the ten consecutive years on an Education committee, regardless of position.
3. Will step in to serve as interim Chair should the Chair be unable to participate in a scheduled meeting.
4. 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.
5. Serve a key role on the committees by acting on behalf of the Academy and/or Foundation.
6. Have an active email address and web access so committee business can be conducted virtually through the committee community in ENTConnect.
7. Support and further the goals and objectives of AAO-HNS/F.
8. Devote the time and effort required to accomplish the committee's objectives. Come to meetings prepared to discuss agenda items.
9. Fulfill committee assignments on a timely basis as delegated by the committee chair.
10. 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.
11. Complete the Financial and Intellectual Relationship Disclosure form online prior to the AAO-HNSF Annual Meeting.
12. Agree to comply with the organization's disclosure, antitrust, and copyright policies, and report any new conflicts of interest as they arise.

Voting Committee Member

1. Serve a two-year term (unless otherwise noted).
2. Serve a maximum of 6 consecutive years on a committee regardless of position and must rotate off for at least 2 years.
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. Unexcused absences should not exceed one meeting per term. Two 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.

Non-Voting Committee Member

1. Serve a two-year term (unless otherwise noted).
2. Serve a maximum of 6 consecutive years on a committee regardless of position and must rotate off for at least 2 years.
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.

Consultant

1. Serve a single two-year term and is not eligible for reappointment
2. Serve a maximum of 6 consecutive years on a committee regardless of position and must rotate off for at least 2 years.
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.

Society Representative

The Academy and its Foundation are committed to promote specialty unity through inclusiveness and collaboration with our otolaryngology specialty societies. It is in this spirit that specialty societies are invited to appoint an official Society Representative to a specific committee for the purpose of improving communication and identification of shared opportunities. The chosen representatives must be members in good standing of the AAO-HNS. 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 a non-voting capacity for a single two-year term. Societies have the option to select a current voting member of the committee to serve as their official representative without loss of vote. 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 and are not eligible for reappointment to the same committee for at least 2 years.
2. Except for the Credentials and Membership Committee and governance committees, society representatives may serve on virtually all Academy, Foundation and Education Committees.
3. Society representatives have the same responsibilities as committee members, but they do not have voting privileges. They serve in an ex-officio role. However, should the representative be a current voting member of the committee, they will not lose their privilege to vote.
4. Complete the online disclosure form by July of each year and update it as needed.
5. 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.

Volunteers/Guests

With very few exceptions, all committee meetings held during the AAO-HNSF Annual Meeting & OTO Experience are open to all Academy members. Academy members may attend committee meetings that are not listed as "by invitation only." Any and all Academy members attending a committee meeting to which they are not an official member are required to register with the staff liaison and delineate any conflicts of interest they might have to the members of the committee. Failure to do so, will require the chair of the committee to request the individual to leave, even if they are an invited guest.

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 general committee. Volunteers may apply for appointment to a committee.

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, such as agendas and supporting documents, minutes, etc. to ENTConnect.
4. Maintain a file containing all committee-related materials and save committee documents (i.e. agenda, minutes, etc.) on the all-staff server.
5. Assist the chair and/or chair-elect with compiling meeting agendas and necessary documents.
6. Notify committee members of the time and place of the 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.
7. Arrive at least 15 minutes prior to the start of the committee meeting to check room set-up.
8. 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.

9. Submit an initial draft of the committee minutes to the chair and/or chair-elect for approval within 30 days of the meeting; 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.
10. Collaborate with other business units and staff on action items, as necessary.
11. Advise the Business Unit Executive Leadership Team member 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.

COMMITTEE CHAIR EVALUATION PROCESS

Communication

Committee Selection	An email is sent the first week of february to all committee chairs with a request to complete the online selection worksheet. If the chair has not responded (e.G., Asked for assistance or started the worksheet) after two weeks, a general reminder is sent via email. If the chair does not respond to the reminder email within one week, the liaison calls the chair directly. If the chair does not respond to the phone call within two business days, intervention is requested.
Committee Disclosure	A disclosure update request is sent via email immediately after july 4 to all committee chairs/members who do not have a disclosure dated in the current calendar year. If the chair has not responded/updated the disclosure after two weeks, a general reminder is sent via email. If the chair does not respond/update the disclosure within two weeks, the staff liaison emails the chair directly. If the chair does not respond/update the disclosure within three business days, the liaison places a call to the chair. If the chair does not respond/update their disclosure within 2 business days, intervention is requested.
General Communications	An email is sent by the committee liaison to the chair. If the chair has not responded after one week, the liaison sends a reminder email to the chair. If the chair has not responded after three business days, the liaison calls the chair. If the chair has not responded after two business days, intervention is requested.

Performance

The staff liaison is in a unique position to assess and report on the respective committees they are assigned to support. As such, the liaison is best positioned to provide the EVP/CEO and Board Officers on the activity level of the chair and the committee.

The liaison will complete an electronic survey of questions: How many times has the committee met in the past 12 months or since the current chair took office? How many times was a quorum met? How responsive is the chair in returning messages (e.g., emails and phone calls)? Is the committee actively working on any projects or deliverables? If so, please list the project or deliverables.

The information will be compiled and a summary report highlighting the committees of concern based on the survey results to the EVP/CEO who then sends it to the President-Elect. In addition, a report highlighting active committees is sent to the Chair, Awards Committee.