

Policy Name:	ASPS President Position Description
Background / Purpose:	This document describes the ASPS President’s duties and responsibilities.
Keywords:	Position description, duties, responsibilities, qualifications
Program Area or Business Line:	Governance
Policy Sponsor (Staff Officer):	Michael D. Costelloe, Executive Vice President
Approving Body:	ASPS/PSF Executive Committee
Authorized Signatories:	Gregory Greco, DO, ASPS President and Howie Levinson, MD, PSF President
Effective Date of Policy:	October 2023
Next Review Date:	October 2028

Basic Function According to Bylaws: The president shall be the Chief Elected Officer of the Society; shall serve as Chair of the Board of Directors, with the right to vote, and shall serve as an ex-officio member, without the right to vote on most Society committees except the Nominating Committee, the Membership Compliance Subcommittee, the Conflict of Interest Committee, the Ethics Committee, the Judicial Council, and Trustees.

The president shall preside at all meetings of the membership of the Society and shall make all appointments to standing and special committees, unless otherwise provided for in the ASPS Bylaws.

GOVERNANCE ACTIVITIES

1. Works with the Board officers and Executive Vice President to approve dates, locations, reporting deadlines, and agendas for all meetings of the Board, and be present for the same.
2. Serves as an officer of ASPS and serves on the Board of Directors of The Plastic Surgery Foundation (“The PSF”). Where such meetings are in person, the president is expected to be present in person to fulfill these responsibilities.
3. Appoints members to task forces, committees, and work groups, as required; approves the charges and activities for all committees; and gives a “state of the society” report to the membership during the Annual Scientific meeting.
4. Serves as Chair of the Executive Committee, approves agendas and minutes, and presides at all meetings. If such meetings are convened in person, the president is expected to attend in person..

5. Pursuant to the Policy on Officer Onboarding and Performance Management, mentors the President-Elect helping him/her to become familiar with the activities of the Society and the duties of the President in preparation for assuming that office the following year.
6. Follows conflict of interest and confidentiality policies.
7. Assists the Board in carrying out its fiduciary responsibilities.
8. The president has voting rights on the following committees:
 - a. Academic Affairs Council – member
 - b. ASPS/PSF Corporate Champions - chair
 - c. BIA-ALCL Subcommittee – member
 - d. BRA Fund Appropriations and Review Subcommittee – member
 - e. Compensation Committee – member
 - f. Governance Committee - co-chairs the committee, along with the PSF president
 - g. Regenerative Medicine Subcommittee – member
9. Adheres to the policies and procedures outlined in the Voluntary Compensated Leader Handbook and as may be assigned by the Board at its discretion.

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once each eight (8) hours.
2. Answers all phone calls within eight (8) hours and letters within a week.
3. Maintains an email address for correspondence with Executive Office and membership and monitors correspondence at least once each eight (8) hours.
4. Provides review and signoff of appropriate materials being developed by the Executive Office or legal counsel by responding to requests for edits and approval within eighteen (18) hours.
5. Provides the Executive Office with all office and home numbers, emergency numbers, and the name of an office staff person who can act as a major contact/backup.
6. Assigns personal staff to coordinate calendar and travel itinerary with Executive Vice President.
7. Copies the Executive Vice President on all correspondence related to Society issues.

SPOKESPERSON/OUTREACH ROLE

1. Undergoes spokesperson training and serves as chief Society spokesperson, officially representing the Society in matters relevant to its purpose and objectives.

2. Prepares periodic reports for *Plastic Surgery News*.
3. Attends state, regional, and local society meetings upon request.
4. Serves as chief spokesperson and chair at joint inter-specialty or intra-specialty leadership meetings.
5. Reviews, approves, and, when appropriate, presents testimony or comments to governmental bodies.
6. May attend AMA House of Delegates meetings and Presidential Forum to assist in ASPS's role in organized medicine.

ANNUAL MEETING RESPONSIBILITIES

1. Supports annual meeting staff team to ensure strategic and financial goals for annual meeting are met.
2. Works closely with the Senior Director of Education and Meetings and ASPS Trustees to finalize awards presented during annual meeting.
3. Attends all activities at the annual meeting and presides at the Business Session.

REIMBURSEMENTS

1. The President will receive a *presidential* stipend each year, as approved by the Board of Directors at its discretion in the annual budget.
2. Reasonable travel-expenses related to ASPS activities are paid for by ASPS. The President's total estimated travel budget is included in the annual budget approved by the Board of Directors at its discretion. A travel expense report should be filed within 60 days of any expenditure.
3. All travel arrangements should be made by the individual in consultation with the Executive Office.
4. The President will be reimbursed for his/her reasonable respective secretarial expenses for that portion of time that is devoted EXCLUSIVELY to Society activities at a rate not to exceed the prevailing rate for a skilled secretary in the Chicago Metropolitan area.
5. ASPS/PSF will pay for reasonable travel expenses for the President's secretary when attending Board and Executive Committee Meetings, provided the ASPS/PSF Member Travel expense reimbursement policy is followed.
6. The President's spouse (significant other) has a travel allowance, which is included in the ASPS President's travel budget.

IMPLEMENTATION OF THE STRATEGIC PLAN

1. Communicates in *PSN* and other ASPS/PSF communication vehicles regarding the benefits of integration, so that membership can drive the process.

LEADERSHIP CONTRIBUTIONS

1. ASPS strongly encourages individuals to support annual fundraising with their own financial contributions to PlastyPAC.
2. Strongly encouraged to support ASPS/PSF registry and data collection programs if participation in PSF registries is permitted by their institution. If registry participation is not permitted by their institution, they will work with the PSF to serve as an advocate within their institution to develop a venue for future registry participation. For those who are permitted to do so, they will participate in the TOPS program by submitting at least six consecutive months of data to TOPS annually during his/her term. If applicable, will submit fat grafting cases to the GRAFT registry, breast implant cases to the NBIR and ALCL cases to PROFILE. Will participate and complete the annual procedural statistics survey.
3. As a member of the PSF Board of Directors, strongly encouraged to make a leadership donation to The PSF.
4. It is the expectation that all elected leadership participates in the Continuing Certification (MOC) process.