

Policy Name:	ASPS/PSF Board Vice President of Academic Affairs Position Description
Background / Purpose:	This document describes the duties and responsibilities. Of the Board Vice President of Academic Affairs.
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 Board Vice President, Academic Affairs, shall be responsible for providing direction, coordination, and representation for Society and Foundation activities and initiatives related to reconstructive surgery and academic affairs; shall be responsible for the Society and the Foundation’s trainees’ education programs and initiatives; shall be responsible for monitoring progress on strategic objectives of the chairs within the program area; shall act as liaison with other organizations with regard to plastic surgery residency trainees’ training; and shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Society and/or The Plastic Surgery Foundation.

QUALIFICATIONS: The Board Vice President, Academic Affairs, must have an interest, background, and experience in or knowledge of the practice of academic plastic surgery. Experience with or knowledge of ACGME, RRC, the ABPS and other stakeholders involved in the training and development of the plastic surgery workforce is desirable. Experience in mission trips, charitable care and research are recommended. The Board Vice President must be a coalition builder and able to work collaboratively with internal and external stakeholders.

GOVERNANCE ACTIVITIES:

1. Serves as an officer of ASPS and PSF; serves as a member of the ASPS and PSF Board of Directors and the Executive Committee.
2. Oversees committee activities and expenditures under the Academic Affairs area.
3. Mentors and develops committee, subcommittee, work group and task force chairs in the Academic Affairs Business Line.
4. Serves as the Chair of the Academic Affairs Council, in addition to the following position-based committee assignments:

- a. BRA Fund Appropriations and Review Subcommittee - member
 - b. Research Oversight Council - member
5. Works closely and in coordination with the Board Vice President of Education because of the symbiotic nature of their roles.
 6. Maintains regular contact with committee chairs prior to Executive Committee and Board Meetings to be current on committee business.
 7. Reports to the Executive Committee or Board on significant trends or motions from the program area being considered.
 8. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate committees, individuals, and Executive Office.
 9. Responsible for monitoring progress on strategic objectives of the chairs and need for regular communication.
 10. Attends as many committee meetings by conference call or face to face as possible in the program area; is available for consultations regarding committee business and organizational policy clarification.
 11. Evaluates the chairs on their performance and provides recommendations regarding future leadership positions. Is actively involved in the committee service approval process.
 12. Follows conflict of interest and confidentiality policies.
 13. Assists the Board in carrying out its fiduciary responsibilities.

TIME REQUIREMENTS:

The average time requirements for this position is 5-10 hours per week. This includes e-mail correspondence, conference calls, planning etc.

RESPONSIBILITIES:

1. Maintains communications with the Executive Offices by monitoring voice mail and text messages at least once every 12 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every 12 hours.
3. Copies the Executive Vice President and Foundation Chief Operating Officer on all correspondence related to Society issues.
4. Becomes familiar with the functions of the Executive Office.
5. Provides review and signoff of appropriate materials developed by the Executive Office or legal counsel by responding to requests for edits and approval within 12 hours.

REIMBURSEMENTS:

1. All travel related to ASPS activities that follow the ASPS/PSF Member Travel expense reimbursement policy are paid for by ASPS. A travel expense report should be filed within 60 days of any expenditure.
2. All travel arrangements should be made by the individual in consultation with the Executive Office.

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.

PERFORMANCE MEASURES:

1. Positive advisory contribution to Senior Resident Conference and Resident Boot Camp planning, as judged by respective Staff and committee leadership.
2. Presence and leadership at all Academic Advisory Council meetings.
3. In addition to #2, successfully serve as liaison to ACAPS, ABPS, RRC, AAPS, PSRC, and other educational bodies that are involved with resident education.
4. Collaborate with BVP Education to ensure that resident and fellow access to Society educational programming is optimized, and that there is content focused toward trainees in our offerings.
5. Contribute to the Society's strategy for resident and fellow education.
6. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
7. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings
8. Attend 75% or more of all meetings of the committees in their business line where the purpose of the meeting is other than task-review.
9. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
10. Officers should be able to cross over leadership lines and work collaboratively with fellow vice presidents (task force leadership, assisting with start-up projects) *Metric Measure-* Staff/Vice Presidents and President reported.
11. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.

12. Task force chairs and committee leadership, new projects from the ground up-*Metric Measure* (President/Staff reported)
13. Follow all ASPS/PSF Policies
14. Review and update all policies within the business line, per the “Policy on Policies” schedule
15. Completion of assigned tasks related to specific task forces, standing committees and ah-hoc committees within 2-4 weeks of timeline.