

Policy Name:	ASPS/PSF Board Vice President of Finance and Treasurer Position Description
Background / Purpose:	This document describes the duties and responsibilities of the Board Vice President of Finance and Treasurer
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 of Finance and Treasurer shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Society and/or of The Plastic Surgery Foundation; shall be the principal financial officer of the Society and of The Plastic Surgery Foundation; and shall be in charge of, and responsible for, the Society's and the Foundation's funds, shall collect all dues, assessments, fees, and charges; shall establish and maintain proper accounting procedures; shall deposit the Society's and the Foundation's funds in such banks, trust companies, and/or investments as approved by the Board of Directors of the Society for the Society's funds and the Board of Directors of The Plastic Surgery Foundation for the Foundation's funds; shall report on the Society's and the Foundation's financial condition as requested by the Board of Directors or the President of the Society and/or the Plastic Surgery Foundation; shall prepare, subsequent to the end of the fiscal year, an annual report based upon an audit by a certified public accountant; and shall, as requested by the Board of Directors of the Society and/or the Foundation, ensure that adequate fidelity bonds are secured on the officers and/or employees of the Society and The Plastic Surgery Foundation.

The Board Vice President of Finance and Treasurer shall be responsible for keeping the minutes of all meetings of the members, of the Board of Directors, and of the Executive Committee; shall see that all notices required by law or these Bylaws are properly given; shall be custodian of the corporate seal and records; shall keep a roster of the members of the Society; shall notify the members of proposed amendments to these Bylaws; shall notify individuals of their election to office, their appointment to committees, their election to Membership or Candidate for Membership; shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Society and/or of the Plastic Surgery Foundation.

QUALIFICATIONS: The Board Vice President, Finance, and Treasurer, must have strong leadership skills as well as have an interest, background, and business experience, derived from running their own private or small group practice or running a large plastic surgery academic department where he/she was held accountable for the department's financial performance as well as working with internal

and/or external stakeholders to develop a short to long range financial plan. This individual should be able to translate financial concepts and information for Executive Committee and Board members who do not have financial backgrounds or substantial financial experience. He/she should spend time learning the particulars of the Society's, Foundation's, and for-profit entities finances related to each entity revenue drivers, appropriate expenditures, and prudent investments. The BVP, Finance and Treasurer can be most effective to the Executive Committee and Board when he/she is facilitating and encouraging the board's strategic thinking about the short and long term financial viability of the organization in relation to its advancement of the organization's mission. Regular attendance in all meetings and functions of the ASPS Executive Committee and Board of Directors is paramount.

GOVERNANCE ACTIVITIES:

1. Serves as an officer of the ASPS and PSF, and serves as a member of the ASPS Board of Directors, The PSF Board of Directors and the Executive Committee.
2. Serves as an ex-officio non-voting member of the PSPS Board of Directors and the PlastyPAC Board of Governors
3. According to the Bylaws is a member of the ASPS/PSF Audit Committee and the ASPS/PSF Finance and Investment Committee.
4. Participates in committee activities as assigned by the President, in addition to the following position-based committee assignments:
 - a. Accreditation Work Group – member
 - b. BRA Fund Appropriations and Review Subcommittee – member
 - c. Compensation Committee – member
5. Oversee and provide guidance to the committees under the Finance business line.
6. Assures the receipt and expenditure of funds in accordance with the directives established by the Board of Directors.
7. Reports annually the financial status of the Society to its members.
8. Prepares the annual budget and reports recommended changes to the Board of Directors of ASPS and PSF.
9. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate committees, individuals, and Executive Office.
10. Responsible for monitoring progress on strategic objectives of the chairs and need for regular communication.
11. 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.
12. Evaluates the chairs using established criteria on their performance and provides recommendations regarding future leadership positions. Is actively involved in the committee service approval process.
13. Follows conflict of interest and confidentiality policies.
14. 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 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 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.
6. Attends all ASPS and PSF Board and committee meetings and functions.
7. Is informed about the organization's mission, services, policies and programs.
8. Reviews agenda and supporting materials prior to Board and committee meetings.
9. Serves on committees and offer to take on special assignments.
10. Keeps abreast on the current developments of the Global Financial markets and understand the impact that it may have on the organizations' reserves.
11. Maintains regular communication with the Chief Financial Officer, Staff Vice President of Finance and Administration in order to stay well-informed on the Financial status of the Society, Foundation, and subsidiaries/affiliated organizations.
12. Reviews the cash flow position of the Society and, in close collaboration with the Chief Financial Officer, Staff Vice President of Finance and Administration, recommends investing any net operating surpluses into the Society's Long-Term investment reserves.
13. Keeps up-to-date on developments impacting plastic surgery.

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. Present financial performance and translate relevant facts to Executive Committee and Board of Directors.
2. Contribute financial perspective on relevant Executive Cmte. projects/endeavors.
3. Regular attendance - biweekly meetings with ASPS/PSF CFO.
4. Timely review and approval of ASPS/PSF Accounts Payables.
5. Review of annual budget with CFO.
6. Present financial performance and participate in F&I meetings.
7. Make substantive contributions to the financial strategy of the Society and leading the financial mission.
8. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
9. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings.
10. 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.
11. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
12. 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.
13. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.
14. Task force chairs and committee leadership, new projects from the ground up-Metric Measure (President/Staff reported).
15. Follow all ASPS/PSF Policies.
16. Review and update all policies within the business line, per the "Policy on Policies" schedule.
17. Completion of assigned tasks related to specific task forces, standing committees and ah-hoc committees within 2-4 weeks of timeline.