

Policy Name:	ASPS/PSF Board Vice President of Health Policy and Advocacy Position Description
Background / Purpose:	This document describes the duties and responsibilities of the Board Vice President of Health Policy and Advocacy.
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, Health Policy and Advocacy, shall be responsible for monitoring progress on strategic objectives of the chairs within the program area, and 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, Health Policy and Advocacy, must have an interest, background, and experience in advocacy. They must have a background in policy and socioeconomic issues, the ability to multitask, think critically and analytically, be strategic in the downstream effects of policy, have communication skills to varied audiences (membership, legislators, other societies, public), and a network inside and outside of ASPS. This individual must have a solid grasp of the current health care reform status, be successful at coalition building, and have the ability to objectively and effectively approach and discuss controversial or difficult topics with others who may not agree. They must be able to manage organizational objectives with personal views while simultaneously delivering an effective message and presentation.

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 Health Policy and Advocacy program area, including Fly-Ins and Advocacy Summits.
3. Serves as the Assistant Treasurer of the PlastyPAC Board of Governors.
4. Maintains regular contact with committee chairs prior to Executive Committee and Board Meetings, to be current on committee business of all active committees.
5. Reports to the Executive Committee or Board on significant trends or motions from the program area being considered.

6. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate Committees, individuals and Executive Office.
7. Is responsible for monitoring progress on strategic objectives of the chairs and need for regular communication.
8. 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.
9. Evaluates the chairs on their performance and provides recommendations regarding future leadership positions. Is actively involved in the committee service approval process.
10. Follows conflict of interest and confidentiality policies.
11. Assists the Board in carrying out its fiduciary responsibilities.

TIME REQUIREMENTS:

The average time requirements for this position is 10-20 hours per week. This includes e-mail correspondence, conference calls, planning etc.

1. Weekly conference calls with Senior Advocacy Staff (1-3 hours).
2. Weekly conference calls of each committee as needed (1-3 hours).
3. Daily emails correspondence, addressed within 12-hour timeframe.
4. Travel to monthly on-site meetings

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 appropriate ASPS/PSF staff 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 Board 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 offers to take on special assignments.
10. 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. Participation in Congressional meetings, FDA discussions, SME when called upon. *Metric Measure* -meeting/conference call score card must be kept by staff and centrally reported.
2. Advocacy Summit/Fly-In leadership role, must be an active participant in format, speaker choices, etc. *Metric Measure* (assessed by staff)
3. Drive the overall health policy and legislative strategy of the Society
4. Inform and update the EC on important health policy and legislative issues
5. Enact a rapid response by the Society to urgent legislative, regulatory, and health policy issues.
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 ad-hoc committees within 2-4 weeks of timeline.