

Policy Name:	PSF Immediate Past President Position Description
Background / Purpose:	This document describes the PSF Immediate Past 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: As a member of the ASPS and PSF Boards of Directors, the immediate past president shall supervise, control, and direct the business and affairs of the Society and Foundation, committees, and publications; shall determine policy, which shall be recorded in an official policy manual; shall actively promote its purposes; and shall supervise the investment and disbursement of funds. The Board of Directors may adopt such rules and regulations for the conduct of the Society's and Foundation's affairs as it deems necessary or advisable.

GOVERNANCE ACTIVITIES

1. Serves as a member of the ASPS and PSF Board of Directors and a non-voting member of the Executive Committee.
2. The immediate past president shall serve as a co-chair of the Nominating Committee as a non-voting member and shall also serve as a member of the
 - a. BRA Fund Appropriations and Review Subcommittee
 - b. International Subcommittee
 - c. Research Oversight Council
3. To carry out the functions of the Board of Directors, the immediate past president participates in
 - a. Approving operational and procedural policies.
 - b. Formulating organizational policy and recommending to the membership for adoption.
 - c. Approving presidential appointments.
 - d. Developing, approving, and implementing a Strategic Business and Operational Plan and approving annual budgets.
 - e. Reviewing the annual Society and Foundation financial audits.
 - f. Electing representatives to outside organizations.
4. Follows conflict of interest and confidentiality policies.
5. Assists the Board in carrying out its fiduciary responsibilities.

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once every 24 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every 24 hours.
3. Copies the Executive Vice President on all correspondence related to Society issues.
4. Provides review and signoff of appropriate materials developed by the Executive Office or legal counsel by responding to requests for edits and approval within 24 hours.
5. Serves as an advisor to the Presidential line and Executive Committee

GENERAL RESPONSIBILITIES

1. Attends all Board and committee meetings and functions.
2. Is informed about the organization's mission, services, policies, and programs.
3. Reviews agenda and supporting materials prior to Board and committee meetings.
4. Serves on committees and offer to take on special assignments.
5. 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. 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.