

Policy Name:	ASPS Council of Representatives, Chair of the Assembly of National and Specialty Societies Position Description
Background / Purpose:	This document describes the duties and responsibilities of the Chair of the Assembly of National and Specialty Societies.
Keywords:	Position description, duties, responsibilities
Program Area or Business Line:	Governance
Policy Sponsor (Staff Officer):	Michael Costelloe, Executive Vice President
Approving Body:	ASPS/PSF Board of Directors
Authorized Signatories:	Steven H. Williams, MD, ASPS President, and Scot B. Glasberg, MD, PSF President
Effective Date of Policy:	October 2023; revised January 2024
Next Review Date:	January 2027

Basic Function According to Bylaws: The governing body of the Society shall be the Board of Directors. The Board 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.

The Chair of the Assembly of National and Specialty Societies shall be responsible for facilitating communication of and collaboration on issues affecting the Society's membership through recommendations to the Society Board of Directors that are reflective of the interests, priorities and strategic initiatives at the National and Specialty Society level; and shall perform all duties incident to the position and any other duties prescribed by the Board of Directors of the Society.

GOVERNANCE ACTIVITIES

To carry out the functions of the Board of Directors, a member participates in:

1. Approving operational and procedural policies.
2. Formulating organizational policy and recommending to the membership for adoption.
3. Approving presidential appointments.
4. Developing, approving, and implementing a Strategic Business and Operational Plan and approving annual budgets.
5. Reviewing the annual Society and Foundation financial audits.
6. Electing representatives to outside organizations.
7. Follows conflict of interest and confidentiality policies.
8. Assists the Board in carrying out its fiduciary responsibilities.

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices by monitoring voicemail 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. 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 24 hours.

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 offers to take on special assignments.
5. Keeps up to date on developments impacting plastic surgery.

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.