

ASPS PRESIDENT DUTIES/RESPONSIBILITIES

Date Updated: December 2018

Position Title: ASPS President

Reports to: ASPS Board of Directors

Basic Function According to Bylaws: The president shall be the Chief Elected Officer of the Society; shall serve as Chair of the Board of Directors, with the right to vote. The president shall preside at all meetings of the membership of the Society and shall make all appointments to standing and special committees, unless otherwise provided for in the ASPS Bylaws.

GOVERNANCE ACTIVITIES

1. Works with the Board officers and Executive Vice President to approve dates, locations, reporting deadlines, and agendas for all meetings of the Board.
2. Serves as an officer of ASPS and serves on the Board of Directors of The Plastic Surgery Foundation.
3. Appoints members to task forces, committees, and work groups, as required; approves the charges and activities for all committees; and gives a state of the society report to the membership during the Annual Scientific meeting.
4. Serves as Chair of the Executive Committee, approves agendas and minutes, and presides at all meetings.
5. Pursuant to the Policy on Officer Onboarding and Performance Management, mentors the President-Elect helping him/her to become familiar with the activities of the Society and the duties of the President in preparation for assuming that office the following year.
6. Follows conflict of interest and confidentiality policies.
7. Assists the Board in carrying out its fiduciary responsibilities.
8. In addition to serving as ex-officio member, with voting rights, on all ASPS committees, except the Conflict of Interest, Ethics Committee, Judicial Council, Nominating Committee, and Trustees, which are independent committees, the president has the following position-based committee appointments:
 - a. BI-ALCL Subcommittee – member
 - b. BRA Fund Appropriations and Review Subcommittee – member
 - c. Compensation Committee – member

- d. Corporate Leadership Council – member
- e. Governance Committee - co-chairs the committee, along with the PSF president*
- f. International Subcommittee – member
- g. Regenerative Medicine Subcommittee – member

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once each eight (8) hours.
2. Answers all phone calls within eight (8) hours and letters within a week.
3. Maintains an email address for correspondence with Executive Office and membership and monitors correspondence at least once each eight (8) hours.
4. Provides review and signoff of appropriate materials being developed by the Executive Office or legal counsel by responding to requests for edits and approval within 18 hours.
5. Provides the Executive Office with all office and home numbers, emergency numbers, and the name of an office staff person who can act as a major contact/backup.
6. Assigns personal staff to coordinate calendar and travel itinerary with Executive Vice President.
7. Copies the Executive Vice President on all correspondence related to Society issues.

SPOKESPERSON/OUTREACH ROLE

1. Undergoes spokesperson training and serves as chief Society spokesperson, officially representing the Society in matters relevant to its purpose and objectives.
2. Prepares periodic reports for *Plastic Surgery News*.
3. Attends state, regional, and local society meetings upon request.
4. Serves as chief spokesperson and chair at joint inter-specialty or intra-specialty leadership meetings.
5. Reviews, approves, and, when appropriate, presents testimony or comments to governmental bodies.
6. May attend AMA House of Delegates meetings and Presidential Forum to assist in ASPS's role in organized medicine.

ANNUAL MEETING RESPONSIBILITIES

1. Supports annual meeting staff team to ensure strategic and financial goals for annual meeting are met.
2. Works closely with the Senior Director of Education and Meetings and ASPS Trustees to finalize awards presented during annual meeting.
3. Attends all activities at the annual meeting and presides at the Business Session.

REIMBURSEMENTS

1. The President will receive a *presidential* stipend each year, as approved by the Board of Directors in the annual budget.
2. All travel related to ASPS activities are paid for by ASPS. The President's total estimated travel budget is included in the annual budget approved by the Board of Directors. A travel expense report should be filed within 60 days of any expenditure.
3. All travel arrangements should be made by the individual in consultation with the Executive Office.
4. The President will be reimbursed for his/her respective secretarial expenses for that portion of time that is devoted EXCLUSIVELY to Society activities at a rate not to exceed the prevailing rate for a skilled secretary in the Chicago Metropolitan area.
5. Travel expenses will be covered for the President's secretary when attending Board and Executive Committee Meetings who will be required to follow the ASPS/PSF Member Travel expense reimbursement policy.
6. The President's spouse (significant other) has a travel allowance, which is included in the ASPS President's travel budget.

IMPLEMENTATION OF THE STRATEGIC PLAN

Communicates in *PSN* and other ASPS/PSF communication vehicles regarding the benefits of integration, so that membership can drive the process.

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.

**Pursuant to the Governance Committee Charter, the 2019 Governance Committee composition remains the same as the 2018 term of the Governance Task Force, with the 2018 ASPS President serving as co-chair of the 2019 Governance Committee. Please refer to the Governance Committee Composition Chart at the end of the Consolidated Position Description document for the chart illustrating the Governance Committee Composition for the 2018 to 2027 terms.*