

Policy Name:	ASPS/PSF Board Vice President of Development Position Description
Background / Purpose:	This document describes the duties and responsibilities of the Board Vice President of Development.
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 Development shall be responsible for providing direction, coordination and representation for Society and Foundation activities and initiatives related to their long and short-term funding needs; shall be responsible for identifying, cultivating and soliciting funds from external sources of support including, but not limited to foundations, corporations, government entities, community organizations and individuals; 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 the Plastic Surgery Foundation

QUALIFICATIONS: The Board Vice President, Development, must have strong leadership skills; a thorough understanding of the development function related to 501(c)(3) and 501(c)(6) organizations; and will have demonstrated success raising funds from previous and current healthcare and academic institutions and/or other charities. The ideal individual will have previously served on the board of local or national philanthropic organizations or charities.

GOVERNANCE ACTIVITIES:

1. Serves as an officer of ASPS and PSF; serves as a member of the ASPS and PSF Boards of Directors and the Executive Committee.
2. Serves as a non-voting ex-officio member of the National Endowment of Plastic Surgery Council of Advisers.
3. Oversees corporate activities including exhibits at meetings.
4. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate committees and individuals.
5. Oversees the activities of all committees under the Development business line.
6. Monitors the progress on strategic objectives assigned to committees and staff.

7. 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.
8. Follows conflict of interest and confidentiality policies to ensure the ethical merit of partnerships and protect the reputation of the Society.

TIME REQUIREMENTS: The average time requirement for the Board Vice President, Development is 5-10 hours per week. This includes e-mail correspondence, conference calls, planning, etc. with key staff, committees (as needed), daily email, and travel to meetings.

RESPONSIBILITIES:

1. Participate with Board of Directors, CEO and Senior Staff in defining organization's mission and direction.
2. Oversee development and implementation of the Society and Foundation's fund development plan.
3. Identify, develop, and maintain relationships with private and corporate supporters.
4. Conceptualizes and collaborates with Development Committee, staff leadership, and program managers on new initiatives.
5. Ensures attainment of financial goals by program as well as overall annual budget projections.
6. Works closely with Treasurer and CFO on all financial planning.

REIMBURSEMENTS:

1. All travel related to ASPS/PSF 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. As the BVP over the Development function of PSF, encouraged to become a Member of the Maliniac Circle and contribute the minimum annual contribution.
2. ASPS strongly encourages individuals to support annual fundraising with their own financial contributions to PlastyPAC.
3. Supports ASPS/PSF registry and data collection programs. 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.
4. It is the expectation that all elected leadership participates in the Continuing Certification (MOC) process.

PERFORMANCE MEASURES:

1. Explore new Lines of support – Corporate, Member, Other (i.e. Institutional)

2. Maintain positive relationships with existing corporate partners and attempt to expand support from this group
3. Attention to recognizing support, and exploring new and/or enhanced methods to show recognition.
4. Help oversee fundraising events, as appropriate
5. Make substantive contributions to development strategy and provide ongoing direction to efforts in progress.
6. Encourage and assist with projects of Public Board Members that benefit the Society
7. Support of other PSF projects (i.e. registries, research ...), as needed and appropriate
8. Oversight and efforts to optimize/improve charitable care
9. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
10. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings
11. 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.
12. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
13. 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.
14. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.
15. Task force chairs and committee leadership, new projects from the ground up-*Metric Measure* (President/Staff reported)
16. Follow all ASPS/PSF Policies
17. Review and update all policies within the business line, per the "Policy on Policies" schedule
18. Completion of assigned tasks related to specific task forces, standing committees and ah-hoc committees within 2-4 weeks of timeline.