

ASPS/PSF BOARD VICE PRESIDENT, DEVELOPMENT

DUTIES/RESPONSIBILITIES

Date: January 2020

Position Title: ASPS/PSF Board Vice President, Development

Reports to: Board of Directors

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 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.