

# ASPS/PSF BOARD VICE PRESIDENT, EDUCATION

## DUTIES/RESPONSIBILITIES

**Date Updated:** December 2018

**Position Title:** ASPS/PSF Board Vice President, Education

**Reports to:** Board of Directors

**BASIC FUNCTION ACCORDING TO BYLAWS:** The Board Vice President, Education shall be responsible for monitoring progress on strategic objectives of the chairs within the program area; shall aid the presiding officer and advise the Board of Directors, committees, and members on questions of parliamentary law; and shall perform all duties incident to the office and any other duties prescribed by the Board of Directors of the Society and/or of The Plastic Surgery Foundation.

**QUALIFICATIONS:** The Board Vice President, Education must be efficient, able to multitask, and be a strong communicator. They must be able to work well with others in a team setting and work with disagreeing opinions and conflicting ideology. They must be an innovator, have a vision of where the program is and how it can develop and grow. They must understand resident education and adult education. They should be published in the field and have contacts within plastic surgery and other specialties.

### **GOVERNANCE ACTIVITIES:**

1. Serves as an officer of ASPS and PSF; serves as a member of the ASPS and PSF Board of Directors and the Executive Committee.
2. The Board Vice President, Education oversees the design, development and execution of ASPS's global education strategy and provides overall leadership direction for all in-person and online educational offerings.
3. The Board Vice President, Education works directly with the ASPS Staff Senior Education Staff to ensure that ASPS's educational initiatives address the continuum of needs expressed by the membership throughout their professional careers and generates revenue to support the resources of the Society.
4. The Board Vice President, Education acts as the ultimate escalation point within the education line and provides strategic direction to a variety of Chairs/Co-Chairs overseeing the planning, implementation, and ROI assessment of ASPS educational initiatives.
5. The Board Vice President, Education works with related organizations and educational institutions to promote mutually beneficial partnerships that support ASPS's mission and short/long term strategies.
6. Maintains knowledge in the rules of parliamentary procedure and shall rule on questions on parliamentary law at the Board of Directors meetings and the Annual Business Meeting.
7. Evaluates the chairs 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.

9. Assists the Board in carrying out its fiduciary responsibilities.
10. Participates in committee activities as assigned by the President, in addition to the following position-based committee assignments:
  - a. Academic Affairs Council - member
  - b. International Subcommittee - member
  - c. Online Education Committee - member

**TIME REQUIREMENTS:**

The average time requirements for this The Board Vice President, Education is 10-20 hours per week. This includes e-mail correspondence, conference calls, planning etc.

1. Weekly conference calls with Senior Education Staff (1-3 hours).
2. Weekly conference calls of each committee as needed (1-3 hours).
3. Daily emails correspondence, addressed within 12-hour timeframe.
4. Travel to monthly on-site meetings

Travel to educational programs is not required (excluding the Annual Meeting) but is highly encouraged. The Board Vice President, Education is often an ex-officio Chair for the ASPS educational programming and, as such, may have a role in the operation of in-person meetings/events.

**RESPONSIBILITIES:**

1. Attends all Board 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.
  - I. **Responsibilities: working in concert with ASPS Senior Educational Staff**
    1. Assuring Compliance with ACCME Accreditation
    2. Overseeing Educational Philosophy and Vision
    3. Act as the ultimate escalation point within the Education line for questions and concerns of ASPS members, outside organizations, and ASPS staff.
    4. Serve as a member of the Executive Committee, including monthly official meetings and significant involvement in high-level ASPS business operations
  - II. **Committees Overseen by the Board Vice President, Education:**
    1. **In-Service Exam Committee**
      - a. Comprehensive Subcommittee
      - b. Core Subcommittee
      - c. Cosmetic Subcommittee
      - d. Craniomaxillofacial Subcommittee
      - e. Hand Subcommittee
    2. **Annual Meeting Program Council and Subcommittees**
      - a. Breast Subcommittee
      - b. Cosmetic Subcommittee
      - c. Cranio/Head & Neck/ASMS Subcommittee
      - d. General Recon Subcommittee
      - e. Hand/Upper Extremity Subcommittee

- f. ASPS Emerging Trends Committee
- g. Maliniac Lecturer Selection Committee
- h. Adhoc committees for pre-conference symposia/workshops
  - i. Resident's Day
  - ii. Senior Resident's Conference
  - iii. International Resident's Day
  - iv. Medical Student's Day

### **3. Symposia Committee**

- a. Aesthetica
- b. Breast Surgery-Body Contouring
- c. Coding Workshops
- d. Oral/Written Board Course
- e. Practice Innovations
- f. Project Well: Recharge Retreat

## **IV. Online Education Committee**

1. ASPS Ed-Net Editorial Subcommittee
  - a. Aesthetic Work Group
  - b. Breast Work Group
  - c. Craniofacial/Pediatric Work Group
  - d. Hand/Peripheral Nerve Work Group
  - e. Patient Safety Work Group
  - f. Recon Microsurgery Work Group
  - g. Research & Technology Work Group
2. Curriculum Development Committee (Partnership with ACAPS)
  - a. Aesthetic Work Group
  - b. Breast Work Group
  - c. Fundamentals of Surgery Work Group
  - d. Head & Neck Work Group
  - e. Lower Extremity Work Group
  - f. Non-Clinical Work Group
  - g. Trunk Work Group
  - h. Upper Extremity Work Group
3. ASPS University Strategic Council

## **V. Educational Offerings:**

1. In-Person
  - a. Plastic Surgery the Meeting (PSTM): Opening Ceremonies, Abstracts, Panels, Cadaver workshops, Instructional Courses, Medical Students and Residents Day, Symposium, etc.
  - b. Aesthetica
  - c. Breast Surgery – Body Contouring
  - d. Senior Residents Conference
  - e. Coding Courses
  - f. Specialty Courses (Wellness, etc.)
  - g. Oral and Written Board Review Course
2. On-Line
  - a. ASPS University
  - b. ASPS Ed-Net On-demand programming and archives
  - c. In-Service Training Exam

## **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. As a member of the PSF Board of Directors, strongly encouraged to make a leadership donation to The PSF.