

Policy Name:	ASPS/PSF Board Vice President of Education
Background / Purpose:	This document describes the duties and responsibilities of the Board Vice President of Education.
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, 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 closely and in coordination with the Board Vice President, Academic Affairs because of the symbiotic nature of their roles.
6. 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.
7. 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.
8. Evaluates the chairs on their performance and provides recommendations regarding future leadership positions. Is actively involved in the committee service approval process.
9. Follows conflict of interest and confidentiality policies.
10. Assists the Board in carrying out its fiduciary responsibilities.
11. Participates in committee activities as assigned by the President, in addition to the following position-based committee assignments:
 - a. Academic Affairs Council - member
 - b. Online Education Committee – member
 - c. Spring Meeting Council – member
12. The Board Vice President, Education serves as chair of the Education Strategy Advisory Committee (ESAC) and facilitates communication related to educational activities within the ASPS organization and in parallel with other organizations within the specialty to minimize duplication and competition while maximizing collaboration and cooperation under the ASPS umbrella.

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 Subcommittee**
 - a. Comprehensive Work Group
 - b. Core Work Group
 - c. Cosmetic Work Group
 - d. Craniomaxillofacial Work Group
 - e. Hand Work Group
 - f. Life Long Learning Exam Work Group
 - g. ASPS International Exam Work Group
 2. **Annual Meeting Program Council and Subcommittees**
 - a. Breast Reconstruction Subcommittee
 - b. Aesthetic Breast Subcommittee
 - c. Aesthetic Face Subcommittee
 - d. Aesthetic Body Subcommittee
 - e. Cranio/Head & Neck/ASMS Subcommittee
 - f. General Recon Subcommittee
 - g. Hand/Upper Extremity Subcommittee
 - h. Practice Management Subcommittee
 - i. ASPS Emerging Trends Committee
 - j. Maliniac Lecturer Selection Committee
 - k. Ad hoc 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. Plastic Surgery Spring Meeting
 - b. Coding Workshops
 - c. Oral/Written Board Course
 - d. Practice Innovations
 - 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. ASPS University Strategic Council
 - a. Aesthetics School
 - b. Breast School
 - c. Craniofacial School
 - d. Hand School
 - e. Practice Management School
 - f. Reconstruction School
- 3. Virtual Grand Rounds Subcommittee

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. Plastic Surgery Spring Meeting
 - c. Coding Courses
 - d. 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
 - d. Life-long learning Exam (L3E)

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.
4. It is the expectation that all elected leadership participates in the Continuing Certification (MOC) process.

PERFORMANCE MEASURES:

1. Demonstrate leadership of planning annual meeting educational programming.
 - a. Broad range of topics reflective of specialty (“one stop shopping”).
 - b. Inclusion of many capable physician leaders in planning process.
 - c. Attention to new areas or practice, new trends, and other timely topics.
2. Contributions to the educational strategy of the Society.
3. Successfully oversee symposia and educational offerings in addition to annual meeting.
4. Demonstration of at least 1 new on-line educational initiative per / year.
5. Demonstration of on-going productive collaborative relationships with related organizations (ASMS, ASAPS, ASRM, etc), and relationships with non-plastic surgery organizations/societies that touch on the topics we study (e.g. ophthalmology, ACS, or basic science societies).
 - a. This could be shown by carrying out the ESAC meetings and keeping that together.
6. Should reflect results of member input through surveys and other engagement activities, and also reflect the demographics of the membership.
7. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
8. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings
9. 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.
10. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
11. 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.
12. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.
13. Task force chairs and committee leadership, new projects from the ground up-Metric Measure (President/Staff reported).
14. Follow all ASPS/PSF Policies.
15. Review and update all policies within the business line, per the “Policy on Policies” schedule.
16. Completion of assigned tasks related to specific task forces, standing committees and ad-hoc committees within 2-4 weeks of timeline.