

# ASPS/PSF BOARD VICE PRESIDENT, MEMBERSHIP

## DUTIES/RESPONSIBILITIES

**Date Written:** July 2018

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

**Reports to:** Board of Directors

**BASIC FUNCTION ACCORDING TO BYLAWS:** The Board Vice President of Membership shall oversee the activities of the committees responsible for membership recruitment, retention and engagement initiatives for all classes of membership and subscriber categories; shall act as liaison with other Board Vice Presidents to ensure the needs of each member practice segment are represented in Society and Foundation activities; shall interact with the Board and administrative staff of Plastic Surgery Practice Solutions, the Society's wholly owned for-profit subsidiary, to provide insight on the development of products and services for all categories of membership; shall be responsible for the Public Education Committee; 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, Membership, must possess excellent leadership skills; must have a thorough understanding of all plastic surgery practice models and challenges impacting members within the various practice models. Good communication and listening skills are essential. The Board Vice President of Membership will be well-versed in the use of websites and social media in the plastic surgeon's practice and how it relates to the Society's Code of Ethics.

### **GOVERNANCE ACTIVITIES:**

1. Serves as an officer of the ASPS and PSF, and serves as a member of the ASPS Board of Directors, The PSF Board of Directors and the Executive Committee.
2. Serves as a voting member of the PSPS Board of Directors.
3. Oversees committee activities and expenditures under the Membership line including membership committees, SIGs, International Committee, Public Education, Publications, Leadership Development, and Bylaws.
4. Maintains regular contact with committee chairs prior to Executive Committee and Board Meetings, to be current on committee business of all active committees.
5. Reports to the Executive Committee or Board on significant trends or motions from the program area being considered.
6. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate Committees, individuals and Executive Office
7. Is responsible for monitoring progress on strategic objectives of the chairs and need for regular communication.
8. Evaluates chairs using established criteria on their performance and provides recommendations regarding future leadership positions.

9. Attends as many committee meetings by conference call or face to face as possible in the program area; is available for consultations regarding committee business and organizational policy clarification.
10. Follows conflict-of-interest and confidentiality policies.

#### **TIME REQUIREMENTS:**

The average time requirements for this the Board Vice President, Membership is 5-10 hours per week. This includes e-mail correspondence, conference calls, planning etc.

#### **RESPONSIBILITIES:**

1. Works closely with committee chairs and staff leadership in developing and implementing a comprehensive strategic plan for membership recruitment, retention, and engagement
2. Collaborates with the Board and administrative staff of Plastic Surgery Practice Solutions, to provide insight on the development of products and services for all categories of membership;
3. Oversees communications and social media strategy including Plastic Surgeons Match program
4. Oversees ASPS publications including PRS, PRS Global Open, and PSN
5. Oversee activities of other committees within the business line.

#### **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 encourage individuals to support annual fundraising with their own financial contributions to PlastyPAC.
2. 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.
3. As a member of the PSF Board of Directors, strongly encouraged to make a leadership donation to The PSF.