

<b>Policy Name:</b>	ASPS/PSF Board Vice President of Membership Position Description
<b>Background / Purpose:</b>	This document describes the duties and responsibilities of the Board Vice President of Membership.
<b>Keywords:</b>	Position description, duties, responsibilities, qualifications
<b>Program Area or Business Line:</b>	Governance
<b>Policy Sponsor (Staff Officer):</b>	Michael D. Costelloe, Executive Vice President
<b>Approving Body:</b>	ASPS/PSF Executive Committee
<b>Authorized Signatories:</b>	Gregory Greco, DO, ASPS President and Howie Levinson, MD, PSF President
<b>Effective Date of Policy:</b>	October 2023
<b>Next Review Date:</b>	October 2028

**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 PPSF Board of Directors.
3. Oversees committee activities and expenditures under the Membership line including Accreditation Work Group, ASPS/PSF Bylaws Committee, Diversity and Inclusion Committee, International Subcommittee, Leadership Development Committee, Membership Committee, Plastic Surgery News Editorial Board, Plastic Surgery Practice Solutions Board of Directors, Practice Management Committee, PRS & PRS Global Open Managing Committee, PRS Editorial Board, PRS Global Open Editorial Board, Public Education Committee, Publications Committee, Residents Council, Social Media Subcommittee, Technology, Innovation & Disruption

Committee, Wellness Subcommittee, Women Plastic Surgeons Steering Committee, and Young Plastic Surgeons Steering Committee.

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.

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

**PERFORMANCE MEASURES:**

1. Continue to grow Diversity Committee's integration into ASPS and build support for member needs
2. Develop technology initiatives that maintain and promote member engagement
  - a. Grow member dashboard to better integrate member interests and communications between ASPS and members
  - b. Improve information search across all platforms by transitioning to cloud tags to create next generation information availability
3. Continue to develop ASPS Incubator concept and execute first iteration
4. Grow and refine Special Interest Groups (LGBTQ and Military groups are the first iteration)
5. Continued MOU growth with foreign societies and other organizations
6. Domestic membership integration and support as ASPS becomes more of a global organization
7. Demonstration of meaningful efforts in the area of public education
8. Support the growth of products and services available to all categories of members.
9. Contribute to the Society's strategy for member recruitment, engagement, and retention.
10. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
11. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings.
12. 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.
13. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
14. 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.
15. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.
16. Task force chairs and committee leadership, new projects from the ground up-Metric Measure (President/Staff reported).
17. Follow all ASPS/PSF Policies.
18. Review and update all policies within the business line, per the "Policy on Policies" schedule.
19. Completion of assigned tasks related to specific task forces, standing committees and ah-hoc committees within 2-4 weeks of timeline.