

<b>Policy Name:</b>	ASPS/PSF Board Vice President of Research Position Description
<b>Background / Purpose:</b>	This document describes the duties and responsibilities of the Board Vice President of Research.
<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 Research shall be responsible for monitoring progress on strategic objectives of the chairs within the program area; shall be responsible for collecting all published articles, news items, and information pertaining to the Society and the Plastic Surgery Foundation; shall be responsible for compiling a five (5) year chronicle suitable for publication of the Society; and shall perform all duties incident to the office and any other duties as prescribed by the Board of Directors of The Foundation and/or of the American Society of Plastic Surgeons.

**QUALIFICATIONS:** The Board Vice President (BVP) of Research, must have an interest, background, and experience in or knowledge of research, clinical quality, and clinical registry best practices and programs. Experience with or knowledge of the process for developing clinical practice guidelines, quality improvement measures, and clinical and outcomes registries are desired. The individual must have a solid understanding of the research peer review process and be able to evaluate data and the literature to help guide the Society and Foundation in making evidence-based statements and conclusions. The Board Vice President should be a coalition builder and able to work collaboratively with internal and external stakeholders.

**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. Works closely with PSF staff to oversee committee activities and expenditures under the Research area.
3. Maintains regular contact with committee chairs prior to Executive Committee and Board Meetings, to be current on committee business.
4. Reports to the Executive Committee or Board on significant trends or motions from the program area being considered.
5. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate Committees, individuals, and Executive Office.
6. Monitors progress on strategic objectives of the chairs and need for regular communication.

7. 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.
8. 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.
9. Serves as the Chair of The PSF Research Oversight Council and works to incorporate feedback from the members of this committee into the PSF Strategic plan and grant portfolio.
10. Serves as the convener of the PSF Study Section, which reviews grant applications.
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. BRA Fund Appropriations and Review Subcommittee – member
12. Follows conflict of interest and confidentiality policies.
13. Assists the Board in carrying out its fiduciary responsibilities.

**TIME REQUIREMENTS:**

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

**RESPONSIBILITIES:**

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once every 12 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every 12 hours.
3. Copies the Executive Vice President and Foundation Chief Operating Officer on correspondence related to Society issues.
4. Becomes familiar with the functions of the Executive Office.
5. Provides review and signoff of appropriate materials developed by the Executive Office or legal counsel by responding to requests for edits and approval within 12 hours.
6. Attends all ASPS and PSF Board and committee meetings and functions.
7. Is informed about the organization's mission, services, policies, and programs.
8. Reviews agenda and supporting materials prior to Board and committee meetings.
9. Serves on committees and offers to take on special assignments (e.g. The National Breast Implant Registry).
10. Keeps up to date on developments impacting plastic surgery and areas for innovation.

**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. Ensure that a reasonable proportion (85% on average) of PSF total RFP portfolio is distributed in the appropriate years **and track successful research projects/impact on specialty**
2. Ensure that the grant review process is executed with appropriate expertise, consideration of timely research topics, and without bias.
3. Substantive contribution to the research strategy of the Society
4. Demonstration of ability to shift resources to new scientific challenges that arise in our specialty
5. Oversight and development of registries
6. Updating/appraising the EC and Board about new scientific developments and challenges in the specialty, as necessary
7. Align and collaborate with Advocacy and Health Policy officers to identify research targets impacting our specialty
8. Help promote the development of new researchers in our specialty
9. Average overall score of 3 or better on the 360-degree evaluation, with a performance improvement action plan for scores below 3.
10. Attend 75% or more of all Executive Committee and ASPS/PSF Board of Directors meetings.
11. 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.
12. Adherence to reporting of all conflicts of interest and recusal from ASPS/PSF business when conflicts exist.
13. 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.
14. Annual contributions of \$1,000 to The Foundation and, for U.S. Citizens, annual contributions of \$1,000 to PlastyPAC.
15. Task force chairs and committee leadership, new projects from the ground up-*Metric Measure* (President/Staff reported).
16. Follow all ASPS/PSF Policies.
17. Review and update all policies within the business line, per the "Policy on Policies" schedule.
18. Completion of assigned tasks related to specific task forces, standing committees and ah-hoc committees within 2-4 weeks of timeline.

