AMERICAN SOCIETY OF PLASTIC SURGEONS ®
THE PLASTIC SURGERY FOUNDATION ®

Executive Office
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Policy Name:	ASPS/PSF Board Member Position Description
Background / Purpose:	This document describes the duties and responsibilities of the ASPS/PSF Board member.
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 governing body of the Society shall be the Board of Directors. The Board shall supervise, control, and direct the business and affairs of the Society and Foundation, committees, and publications; shall determine policy, which shall be recorded in an official policy manual; shall actively promote its purposes; and shall supervise the investment and disbursement of funds. The Board of Directors may adopt such rules and regulations for the conduct of the Society's and Foundation's affairs as it deems necessary or advisable. The Board of Directors may delegate portions of its authority and responsibility to the Executive Committee, but the Board of Directors is ultimately responsible.

GOVERNANCE ACTIVITIES

To carry out the functions of the Board of Directors, a member participates in:

1. Approving operational and procedural policies.
2. Formulating organizational policy and recommending to the membership for adoption.
3. Approving presidential appointments.
4. Developing, approving, and implementing a Strategic Business and Operational Plan and approving annual budgets.
5. Reviewing the annual Society and Foundation financial audits.
6. Electing representatives to outside organizations and four members of the ASPS/PSF Nominating Committee.
7. If Resident Representative, shall serve as the "resident voice" to the ASPS and The PSF Boards of Directors. shall serve as the Chair of the Residents' Council and shall serve as a member of the Young Plastic Surgeons Steering Committee.
8. If International Representative, shall serve as the "global voice" to the ASPS and The PSF Boards of Directors and advise of legislation in their country/region that affects the practice of plastic surgery and the delivery of healthcare, and shall serve as a member of the International Subcommittee.
9. If a Public Member of The Foundation, shall represent the general public, corporations, foundations or other organizations devoted to fostering research, education and the improvement of public health. Public Members shall possess demonstrated expertise in foundation development.

10. If one of the representatives from the Sister Societies (AAHS, ASAPS, ASERF, ASMS, ASRM, ACAPS, ASPN, and PSRC), shall represent the Sister Society to the ASPS and The PSF Boards of Directors.
11. Follows conflict of interest and confidentiality policies.
12. Assists the Board in carrying out its fiduciary responsibilities.

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once every 24 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every 24 hours.
3. Copies the Executive Vice President on all 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 24 hours.

GENERAL RESPONSIBILITIES

1. Attends all Board and committee 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 offer to take on special assignments.
5. Keeps up-to-date on developments impacting plastic surgery.

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.