

# **ASPS/PSF BOARD OFFICER DUTIES/RESPONSIBILITIES**

## **ASPS/PSF BOARD OF DIRECTORS MEMBER**

**Date Updated:** December 2016

**Position Title:** ASPS/PSF Board Member

**Reports to:** Board of Directors

**Basic Function According to Bylaws:** 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 a trustee, shall serve as an advisor to the President and other officers of the Society and shall be responsible for determining any awards or citations which the Society may make; shall act as a member of the appellate body for appeals of adverse decisions of the Judicial Council with respect to a member's violations of the Society's Bylaws, Code of Ethics, or rules or regulations; shall serve as a member of the appellate body in conducting hearings and rendering decisions involving applicants for membership who appeal an adverse decision of the Board of Directors;
8. If immediate past President of ASPS, shall serve as moderator for the ASPS Board of Directors meetings, member of the Executive Committee, and shall serve as a member of the Nominating Committee as a non-voting member.
9. If immediate past President of PSF, shall serve as a member of the Executive Committee and shall serve as a member of the Nominating Committee as a non-voting member.
10. Follows conflict of interest and confidentiality policies.
11. 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 each 24 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once each 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. 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.