

PSF PRESIDENT-ELECT **DUTIES/RESPONSIBILITIES**

Date Updated: December 2018

Position Title: The PSF President-Elect

Reports to: Board of Directors

Basic Function According to the Bylaws: The President-Elect shall perform all duties incident to the office and any other duties prescribed by the Board of Directors. The President-Elect shall automatically succeed to the presidency upon expiration of the President's term. In the event that the office of President becomes vacant for any reason before the end of the term, the individual would serve both the unexpired term and the term for which he/she was originally elected. If the President requests, is absent, or is temporarily unable to act, the President-Elect shall perform the duties of President and, when so acting, shall have all of the powers of and be subject to all the restrictions upon the President.

GOVERNANCE ACTIVITIES:

1. Determines appropriate committees and task forces and respective chairs to serve during the next year at least two months prior to annual meeting.
2. Selects all committee members for the next year at least two months prior to annual meeting.
3. Facilitates succession planning by coaching and mentoring volunteer leaders in elected positions on the Board of Directors.
4. Becomes familiar with the activities of The PSF and the duties of the President in preparation for assuming the office the following year.
5. Serves as an officer of The PSF and serves as a member of The PSF and ASPS Board of Directors, and as a member of the Executive Committee.
6. Participates in committee activities as assigned by the President.
7. Pursuant to the Policy on Officer Onboarding and Performance Management, becomes familiar with the activities of The Foundation and the duties of the President in preparation for assuming the office the following year.
8. Follows conflict of interest and confidentiality policies.
9. Assists the Board in carrying out its fiduciary responsibilities.

10. Participates in committee activities as assigned by the President, in addition to the following position-based committee assignments:
 - a. Academic Affairs Council – member
 - b. Annual Meeting Council – member
 - c. Compensation Committee – member
 - d. Governance Committee – member
 - e. International Subcommittee – member

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the Executive Offices at least once every eight (8) hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every eight (8) hours.
3. Copies the Executive Vice President and Foundation Chief Operating Officer on all appropriate correspondence related to Foundation issues.
4. Becomes familiar with the functions of the Executive Office.
5. Meets with the executive staff to review plans for the following year.
6. Provides review and sign off of appropriate materials being developed by the Executive Office or legal counsel by responding to requests for edits and approval within 24 hours.
7. Provides the Executive Office with all office and home phone numbers; emergency numbers; and the name of an office staff person who can act as a major contact/backup.

SPOKESPERSON/OUTREACH ROLES

1. Attends all joint inter-specialty or intra-specialty leadership meetings.
2. Assists the President in representing The PSF to outside organizations as well as regional societies.

ANNUAL MEETING

Serves as a member of the Annual Meeting Council for the subsequent year's convention.

REIMBURSEMENTS

1. All travel related to PSF activities are paid for by PSF. The President-Elect's estimated travel budget is included in the annual budget approved by the Board of Directors. 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.

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 offers to take on special assignments.
5. Keeps up-to-date on developments impacting plastic surgery.

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.