

Policy Name:	PSF President Position Description
Background / Purpose:	This document describes the PSF President’s duties and responsibilities.
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 president shall be the Chief Executive Officer of The Plastic Surgery Foundation (“The Foundation” or “The PSF”) and shall, in consultation with the Executive Vice President, maintain direct supervision of the business, the affairs and the property of The Foundation and shall annually report such matters to the Board of Directors of The Foundation, the Board of Directors of the American Society of Plastic Surgeons and the members at the Annual Business Meeting of the members. The President shall preside at all meetings of the Board of Directors of The Foundation, with the right to vote, and shall be a member, ex-officio, of the Board of Directors and Executive Committee of the American Society of Plastic Surgeons and the Board of Directors and Executive Committee of The Foundation. He/she shall have and may exercise all powers and duties which may from time to time be assigned to him/her by the Board of Directors and by these Bylaws and which, by general custom and usage, pertain to his/her office. The president shall preside at all meetings of the membership of The PSF and shall make all appointments to standing and special committees, unless otherwise provided for within the PSF Bylaws. The president shall serve as an ex-officio member, without the right to vote, on most Foundation committees except the Nominating Committee and the Conflict of Interest Committee.

GOVERNANCE ACTIVITIES:

1. Approves dates, locations, reporting deadlines and agendas for all meetings of the PSF Board.
2. Serves as an officer of The PSF and serves as a member of the ASPS Board of Directors and Executive Committee.
3. Approves the charges and activities of all PSF committees.
4. Provides PSF progress reports at each board meeting and gives a “state of the Foundation” report to the membership at the Annual Scientific Meeting.

5. Pursuant to the Policy on Officer Onboarding and Performance Management, mentors the President-Elect helping him/her to become familiar with the activities of The Foundation and the duties of the President in preparation for assuming that office the following year.
6. Follows conflict of interest and confidentiality policies.
7. Assists the Board in carrying out its fiduciary responsibilities.
8. The president has voting rights on the following committees:
 - a. Academic Affairs Council – member
 - b. ASPS/PSF Corporate Champions – member
 - c. BI-ALCL Subcommittee – member
 - d. BRA Fund Appropriations and Review Subcommittee – member
 - e. Compensation Committee – member
 - f. Finance & Investment Committee – ex officio, non-voting
 - g. Governance Committee – co-chairs the committee, along with the ASPS president
 - h. Regenerative Medicine Subcommittee – member
 - i. Research Oversight Council – member
9. Adheres to the policies and procedures outlined in the Voluntary Compensated Leader Handbook and as may be assigned by the Board at its discretion.

ADMINISTRATIVE RESPONSIBILITIES:

1. Directs the Executive Vice President in matters relating to PSF organizational activities.
2. Answers all phone calls within eight (8) hours and letters within a week.
3. Maintains communications with the Executive Office by monitoring voice mail messages at least once each eight (8) hours.
4. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once each eight (8) hours.
5. 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 eighteen (18) hours.
6. Provides the executive office with all office and home numbers, emergency numbers, and the name of an office staff person who can act as major contact/backup.
7. Assigns personal staff to coordinate calendar and travel itinerary with Executive Vice President.
8. Copies the Executive Vice President and Foundation Chief Operating Officer on all appropriate correspondence related to PSF issues.

SPOKESPERSON/OUTREACH ROLE

1. Undergoes spokesperson training and serves as chief PSF spokesperson, officially representing The PSF in matters relevant to its purpose and objectives.
2. Prepares bi-monthly column and periodic reports for *Plastic Surgery News* and submits articles to the *Plastic Surgery News* Editor within the appropriate timeline.
3. Attends state, regional, local, and other clinical meetings upon request.
4. Serves as chief spokesperson and chair at joint inter-specialty or intra-specialty leadership meetings.

ANNUAL MEETING RESPONSIBILITIES

1. Supports annual meeting staff team to ensure strategic and financial goals for annual meeting are met.
2. Works closely with the Foundation Chief Operating Officer and ASPS Trustees to finalize awards presented during annual meeting.
3. Attends all activities at the annual meeting and presides at the Business Session.
4. Hosts the annual Member and Foreign Guest Reception.

REIMBURSEMENTS

1. The President will be paid a stipend, as approved in the annual budget. Reasonable travel expenses related to PSF activities are paid for by PSF. The President's total travel budget is included in the annual budget approved by the Board of Directors at its discretion. A travel expense report should be filed within 60 days of any expenditure. The President's spouse shall have a travel budget, which is included in The PSF President's travel budget.
2. All travel arrangements should be made by the individual in consultation with the Executive Office.
3. The President will be reimbursed for his/her reasonable respective secretarial expenses for that portion of time that is devoted EXCLUSIVELY to Foundation activities at a rate not to exceed the prevailing rate for a skilled secretary in the Chicago Metropolitan area.
4. The PSF will pay for reasonable travel expenses for the President's secretary when attending Board meetings, provided the ASPS/PSF Member Travel expense reimbursement policy is followed.

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