

# PSF PRESIDENT

## DUTIES/RESPONSIBILITIES

**Date Updated:** December 2018

**Position Title:** The PSF President

**Reports to:** The PSF Board of Directors

**Basic Function According to Bylaws:** The president shall be the Chief Executive Officer of The Plastic Surgery Foundation; shall serve as Chair of the Board of Directors, with the right to vote. 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.

### 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 the following position-based committee appointments:
  - a. BI-ALCL Subcommittee – member
  - b. BRA Fund Appropriations and Review Subcommittee – member
  - c. Compensation Committee – member
  - d. Corporate Leadership Council – member
  - e. Governance Committee – co-chairs the committee, along with the ASPS president\*
  - f. International Subcommittee – member
  - g. Regenerative Medicine Subcommittee – member
  - h. Research Oversight Council – member

#### 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 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. All travel 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. 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 respective secretarial expenses for that portion of time that is devoted EXCLUSIVELY to Society activities at a rate not to exceed the prevailing rate for a skilled secretary in the Chicago Metropolitan area.
4. Travel expenses will be covered for the President's secretary when attending Board meetings who will be required to follow the ASPS/PSF Member Travel expense reimbursement policy.

#### 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.

*\*Pursuant to the Governance Committee Charter, the 2019 Governance Committee composition remains the same as the 2018 term of the Governance Task Force, with the 2018 PSF President serving as co-chair of the 2019 Governance Committee. Please refer to the Governance Committee Composition Chart at the end of the Consolidated Position Description document for the chart illustrating the Governance Committee Composition for the 2018 to 2027 terms.*