



# Qualities and Expectations of an AAO-HNS/F Board Member

All elected or appointed members of the AAO-HNS/F Boards of Directors are expected to meet the following qualities and responsibilities.

## General Qualities of an AAO-HNS/F Board Member

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- Be committed to the Academy and its mission, willing to consider the perspectives from all segments and serve the broad agenda and strategic plan of the Academy and all of its members.
- Be willing and able to devote the necessary time throughout the entire elected/appointed term of service for Academy business.
- Possess the highest ethical standards and be recognized and respected by peers as a leader in otolaryngology-head and neck surgery.
- Be free of any significant conflict of interest that would prevent him/her from serving objectively, and disclose all conflicts in advance

## Responsibilities of an AAO-HNS/F Board Member:

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### *Meetings*

- Attend all in person meetings of the Boards of and other conference calls or other meetings as required.
- May be excused from attending meetings only by the President with advance written notice.
- Carefully review Board meeting agenda books, minutes of the Board and of the Executive Committee, and financial reports; follow up on irregularities.
- Submit written informational or discussion reports to the Board, as needed, to summarize activities or raise a new issue for consideration.

### *Vision*

- Continually review the Strategic Plan to ensure it furthers the goals and mission of the organization and can be implemented within the financial and resource guidelines.
- Anticipate change and proactively establish broad directions and/or guidelines to address issues and meet the clinical needs of the public, as well as the clinical and non-clinical needs of Academy members, the profession, and the organization.
- Ensure that all deliberations and decisions contribute to the Academy's mission and strategic goals.

### *Fiduciary Obligations and Governance*

- Review, be familiar with, and externally promote the organization's mission statement and strategic plan.
- Comply with the organization's bylaws, board policies and other important procedures to protect the rights of individual members and to ensure appropriate handling of issues.
- Protect confidentiality of discussions, particularly when documents are provided under client-attorney privilege or discussions occur during an Executive Session of the Board.
- Adhere to the organization's conflict of interest policy by completing and updating a written disclosure 30-days prior to each Board meeting and declare any relevant conflicts openly during discussion at the Board meeting.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Be familiar with and adhere to the organization's Board Standards and complete an annual self-assessment.
- Support other designated board positions and committee chairs and/or representatives that report to or receive advice from the Board of Directors, to ensure they fulfill their charge and meet their objectives.

### *Other*

- Promote the organization's image by staying informed and representing the Academy to others.
- Establish and approve policies that support the Academy's position.
- Provide support and guidance to staff as needed.
- Recruit and orient future members and leaders.
- Maintain status as a member in good standing and adhere to the Academy's Code of Ethics.
- Treat other Board or committee members and staff with respect and courtesy.
- Perform any duty or responsibility that the Board of Trustees, the Executive Committee, or the President may assign.

### **Resources:**

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- AAO-HNS/F Operational Handbook for Officers, Directors and Committees:  
<http://www.entnet.org/AboutUs/policiesandProcedures.cfm>
- Board Standards and Self-Assessment  
[http://www.entnet.org/Community/boardofdirectors/BOD\\_Standards.cfm](http://www.entnet.org/Community/boardofdirectors/BOD_Standards.cfm)