

ASPS/PSF BOARD VICE PRESIDENT, RESEARCH DUTIES/RESPONSIBILITIES

Date Updated: December 2018

Position Title: ASPS/PSF Board Vice President, Research

Reports To: Board of Directors

BASIC FUNCTION ACCORDING TO BYLAWS: The Board Vice President (BVP), Research monitors progress in key strategic research areas (e.g. development of registries) and oversees the performance of the chairs and committees within the program area. This BVP is also responsible for the grant program and quality and performance measurement activities. It is important for this BVP to coordinate with the BVP Health Policy and Advocacy, especially as ASPS/PSF strategic initiatives often support and complement each other.

QUALIFICATIONS: The Board Vice President (BVP), Research, must have an interest, background, and experience in or knowledge of research and clinical quality improvement best practices and programs. Experience with or knowledge of the process for developing clinical practice guidelines, quality improvement measures, and clinical and outcomes registries are desired. The individual must have a solid understanding of the research peer review process and be able to evaluate data and the literature to help guide the Society and Foundation in making evidence-based statements and conclusions. The Board Vice President should be a coalition builder and able to work collaboratively with internal and external stakeholders.

GOVERNANCE ACTIVITIES:

1. Serves as an officer of ASPS and PSF; serves as a member of the ASPS and PSF Board of Directors and the Executive Committee.
2. Works closely with PSF staff to oversee committee activities and expenditures under the Research area.
3. Maintains regular contact with committee chairs prior to Executive Committee and Board Meetings, to be current on committee business.
4. Reports to the Executive Committee or Board on significant trends or motions from the program area being considered.
5. Ensures all communications and directives of the Board of Directors and Executive Committee are directed to the appropriate Committees, individuals, and Executive Office.
6. Monitors progress on strategic objectives of the chairs and need for regular communication.
7. Attends as many committee meetings by conference call or face to face as possible in the program area; is available for consultations regarding committee business and organizational policy clarification.

8. Evaluates the chairs using established criteria on their performance and provides recommendations regarding future leadership positions. Is actively involved in the committee service approval process.
9. Serves as the Chair of The PSF Research Oversight Council and works to incorporate feedback from the members of this committee into the PSF Strategic plan and grant portfolio.
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. BRA Fund Appropriations and Review Subcommittee – member
11. Follows conflict of interest and confidentiality policies.
12. Assists the Board in carrying out its fiduciary responsibilities.

TIME REQUIREMENTS:

The average time requirements for this position is 5-10 hours per week. This includes e-mail correspondence, conference calls, planning etc.

RESPONSIBILITIES:

1. Maintains communications with the Executive Offices by monitoring voice mail messages at least once every 12 hours.
2. Maintains an email address for correspondence with the Executive Office and membership and monitors correspondence at least once every 12 hours.
3. Copies the Executive Vice President and Foundation Chief Operating Officer 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 12 hours.
6. Attends all ASPS and PSF Board and committee meetings and functions.
7. Is informed about the organization's mission, services, policies, and programs.
8. Reviews agenda and supporting materials prior to Board and committee meetings.
9. Serves on committees and offers to take on special assignments (e.g. The National Breast Implant Registry).
10. Keeps up to date on developments impacting plastic surgery and areas for innovation.

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. 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.