



**AAO-HNSF
Coordinator for Development**

Election and Term of Office:

- To serve a single one (1) – year term of office as Coordinator-elect for Development prior to assuming the role of Coordinator for Development
- To serve a single four (4)-year term of office. The coordinator may be re-elected to a second term only after the passage of at least four years from the end of their term. (Sections 4.02 and 4.03).

Role/Authority (as specified in the bylaws of the organization):

- Participate as a non-voting member of the Board of Directors as defined in the bylaws and in accordance with the indemnification of its directors and officers (Sections 4.01 and 11.04).
- Any five (5) members of the Board may request an unscheduled meeting of the Board, provided that notice is given not less than seven (7) days prior (Sections 4.05; 4.06).
- Participate, as assigned by the President, on standing, special, or ad hoc committees of the organization, including the Articles of Incorporation and Bylaws Committee and Audit Committee (Sections 6.02; 6.04 - 6.07).

Specific Duties of the Position:

- Development Coordinator will serve as Chair of the Development Committee and will provide leadership, direction and oversight for campaign activities
- Work with the Development leadership, committee members, and staff to reach annual fundraising goals for all fund raising programs (annual fund, major giving, endowment/planned giving, practice giving, and capital campaigns for both individuals and corporate/foundation donors)
- Demonstrates a significant personal and financial commitment to AAO-HNSF and to the campaign, be recognized as a spokesperson for AAO-HNSF, and should have significant visibility and influence with top-level donor prospects
- Help to identify and ask prospective donors for gifts.
- Specific duties of the Coordinator include overseeing Corporate and Member support programs, coordinating development efforts and goals, chairing the Development Committee, and serving as board liaison to selected committees.(Section 6.02)
- Make or made a pacesetter campaign gift or pledge commitment of a substantial amount within the first 3 months of serving as Coordinator that will challenge others
- Help recruit Development Committee members
- Inspire and motivate campaign volunteer leaders to fulfill campaign commitments
- Report campaign progress to BOD, membership, public.
- Coordinator is supported by the Committee consisting of up to 15 members, plus consultants, ex-officio members and liaisons. The staff liaison is the Senior Director of Development. (Section 6.02)

- Update leadership on various fund raising activities, to increase members' participation in, and corporate support of, development programs, to define criteria for recognizing member and corporate donors, to identify and explore new technologies and ways to communicate our message, and to solicit support for approved projects (Section 6.02)

Responsibilities of All Members of the Board:

- Regularly prepare for and attend in a minimum of two (2) in person meetings of the Boards of Directors per year, as follows:
 - 1-day meeting held the Saturday prior to Annual Meeting
 - 3-day Board Strategic Planning and Board meeting held the second weekend of March
- Participate on conference calls or other meetings as required.
- Carefully review Board and financial reports and follow up on irregularities; request legal counsel or other expert advice.
- Review, be familiar with, and adhere to the organization's mission statement, strategic plan, bylaws, board policies and other important documents of the organization.
- 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 Financial and Intellectual Relationship Disclosure Policy by completing and updating a written disclosure 30 days prior to each Board meeting, to include relevant financial relationships with commercial interests and other relationships that could cause private interests to conflict with professional interests, such as, but not limited to leadership roles with another association, society, journal, or certification body (e.g., ABOto). The submitted statements will become an appendix to each of the Board Agenda books making them a ready reference during the meeting for all attendees. Furthermore, it is the responsibility of each Board member to declare any relevant conflicts openly during discussion at the Board meeting and prior to vote on any agenda item for which the member has a real and or potential conflict of interest or financial relationship.
- Be aware of and adhere to the organization's policy of strict compliance with federal and state antitrust laws.
- Complete an annual Board self-assessment.
- Be reimbursed for travel expenses in accordance with the Academy's policies and provided that the Board member satisfies the requirements for participating in the meeting.

General Expectations:

- Understand and accepts the fiduciary responsibilities of a Board member.
- Actively participate in deliberations and exercise care in decision-making.
- Have an email address and web access to obtain necessary Board documents and participate in online community forums.
- Promote the organization's image by generally stay informed and representing the Academy to others.
- 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.