



The role of the Immediate Past President is to provide the Board with perspectives that represent the varying interests and concerns of the general membership of the Academy.

Election and Term of Office:

- One year term

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

- The Immediate Past President no longer serves as an officer of the Academy but shall serve on the Boards of Directors and the Executive Committee with vote. (4.02)
- The Immediate Past President shall serve as Chair of the Nominating Committee for one year. (6.03) As such, the Immediate Past President shall attend and Chair two (2) in person meetings of the Nominating Committee as follows:
 - The Saturday afternoon immediately preceding the start of the AAO-HNSF Annual Meeting and OTO EXPOSM
 - The second Saturday of January in Alexandria, VA

Yearly Time Commitment of the Immediate Past President:

- Prepare, attend and lead the Nominating Committee meetings and any conference calls that are held between the in person meetings (2-3 hours initial prep time / 1-2 hours conference calls w/staff liaison; 2 days travel)
- Attend designated meetings/events during the Annual Meeting (1 day), including but not limited to meetings of the Executive Committee and Boards of Directors.
- Participate in Executive Committee email discussions (1-2 hours per month, depending on necessity).
- Preparation for Board meetings/conference calls (reading materials in advance of the meetings/calls; 2 times per year for a total of 18-20 hours).
- Participate on Board conference calls, typically held at 8PM/ET (approximately 1-2 per year; 1 hour each).
- Complete Board surveys as requested (3-5 per year for a total of 8-10 hours).
- Respond to emails on AAO-HNS/F related matters to various staff and Board members as needed (1-2 hrs/week)

Responsibilities of the President:

- Be knowledgeable about the Academy's mission and strategic plan; be an ambassador for the Academy and the Foundation.
- 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.

- Make every attempt to respond timely and to meet deadlines.
- 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.