



AO CMF International Board Chair Job Description

AO CMF is looking for

A highly motivated individual of international repute and excellent global scientific and clinical recognition. The successful applicant will lead the AO CMF International Board by overseeing and managing all board activities. The applicant needs to be able to work in a multicultural environment with no travel restrictions and is expected to have the vision to lead and contribute to AO CMF, to help set new standards, and position AO CMF as a global leader in craniomaxillofacial (CMF) surgery.

Position

Chair AO CMF International Board

Territory

International

Reporting to

AO Foundation Board

Term

Three years, renewable one term

Start date

July 1, 2021

End date

June 30, 2024

Requirements

General

- Must be a current or former officer of AO CMF. Only current or former members of an official AO CMF board (International Board or Regional Board) or AO CMF commission (R&D Commission, Community Development Commission) are considered AO CMF officers.
- Must be an active CMF surgeon with a global reputation
- Must possess broad knowledge and experience regarding issues within the AO Foundation and AO CMF as a present or past member of the international board, a regional board, an international commission, or as an AO CMF Trustee
- Must have strong international reputation and interpersonal skills
- Must be able and willing to work in an ecumenical, constructive and inclusive way with surgeons of different surgical backgrounds, including but not limited to oral and maxillofacial surgeons, plastic surgeons, otolaryngologists, head and neck surgeons, ophthalmic and oculoplastic surgeons, and neurosurgeons
- Must have international experience (eg fellowship, faculty, or research travel)
- Must be a current or past member or officer of a key national, regional, or international CMF association
- Must be a clear and effective communicator and a good listener with an excellent command of the English language
- Must possess the ability to work in a multicultural environment
- Must be prepared to spend an average of six days per month on AO CMF and AO affairs
- Must have good project management skills, including the ability to effectively delegate authority, as well as strong diplomatic skills

Responsibilities

- Must be a selfless team builder who can set direction and motivate a team to work together to achieve goals
- Must be willing and able to travel globally, with no exclusions, to represent interests of all members of the AO (approximately ten trips annually)

Education-related requirements

- Must be an active AO CMF faculty member, preferably holding a position at a university or at an academic institution
- Should be recognized as an outstanding educator
- Must be highly motivated to build, manage, and maintain educational programs
- Must be a current or past AO CMF faculty member, or chair of at least eight courses

R&D-related requirements

- Must have significant research experience
- Candidates with strong global scientific reputation, supported by high-quality academic publications, books, etc, are preferred.

- Accountability to the AO CMF International Board and the AO Foundation Board
- Ensure that the objectives of the AO CMF International Board are achieved by fulfilling the duties of the board.
- Coordinate all functions, budgets, and activities of the AO CMF clinical division globally.
- Presentation and representation of the interests of AO CMF within the AO and to third parties and the public
- Ensure the AO CMF International Board compliance with AO bylaws and regulations.
- Compliance with the AO Code of Ethics and Conduct
- Closely collaborate for the fulfillment of these tasks with the executive director of the clinical division.
- Create, assign and review board members' tasks.
- Assemble and conduct efficient, effective AO CMF International Board meetings, including all necessary related agendas and documentation.
- Sign and issue the minutes of the AO CMF International Board.
- Ensure timely, fair, and transparent succession planning within AO CMF entities.
- Supervise the implementation of AO CMF International Board resolutions, actions, and budget expenditures.
- Ensure collaboration and cooperation with other AO bodies and approved industrial partners.
- Oversee the content of all educational programs within AO CMF.
- Ensure impartiality in faculty selection and rotation.
- Ensure and support AO CMF management in the efficient and effective course planning (including midterm planning) and process.
- Develop and implement educational programs in developing regions worldwide.
- Ensure AO CMF educational activities' compliance with the binding AO rules, regulations and contractual obligations.