



AOAO

EXECUTIVE DIRECTOR JOB DESCRIPTION 2018

The Executive Director is the Chief Executive Officer of the AOAO. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and vision, goals and financial objectives.

General responsibilities

1. Assure that the AOAO has a strategic plan that states its mission and vision, and toward which it makes consistent and timely progress.
2. Provide leadership in developing programs, including organizational and financial plans in conjunction with the Board of Directors and management team, and initiate plans and policies authorized by the Board.
3. Promote active and broad participation by member volunteers in all areas of the AOAO's work, especially committee work.
4. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
5. Maintain a working knowledge of significant developments and trends in the field of orthopedic surgery, as well as trends as they relate to non-profit organizations.
6. Assure that the AOAO meets the Continuing Medical Education (CME) accreditation guidelines of the American Osteopathic Association (AOA) for osteopathic credit and joint sponsorship for allopathic credit, and offers specialty credit as stipulated by the American Osteopathic Board of Orthopedic Surgery (AOBOS).
7. Encourage osteopathic recognition in ACGME accredited orthopedic surgery residencies and continue to maintain a collegial relationship with the ACGME for the benefit of osteopathic orthopedic residents.
8. Oversee the recruitment and retention strategies to maintain AOAO membership.
9. Ensures the AOAO complies with outside regulatory requirements and internal policies.
10. Support the AOAO Foundation Board of Directors through regular communication with the Foundation President, by attending Board meetings and working with the management team.
11. Monitor social media posts and work with consultant to maintain robust social media presence.
12. Work with the American College of Osteopathic Surgeons (ACOS) through the Government Affairs Committee (as Chair), attending regularly scheduled meetings and vetting the content of the Legislative Update/Washington Watch before disseminating (through management) the information to AOAO members.
13. Continue to maintain a collegial relationship with the American Osteopathic Association (AOA).
14. Maintain an active role in the Society of Osteopathic Specialty Executives (SOSE).

Communications and Outreach

1. See that the Board of Directors is kept fully informed on the condition of the AOA and all important factors influencing it.
2. Publicize the activities of the AOA, its programs and goals.
3. Establish sound working relationships and cooperative arrangements with the membership and any organization of interest to AOA, not previously mentioned in this document.
4. Represent the programs and point of view of the AOA to agencies, organizations, and the government, by in part, attending the following meetings or conferences.
5. Prepare for the following meetings by reviewing the meeting agenda for topics applicable to AOA, research any issues with the agenda topics, review meeting attendee list to determine who to approach to advocate for AOA, participate in the discussions at the meeting, and develop action items and follow up plan*:
 - Program Training and Review Committee (PTRC)
 - Council on Osteopathic Post Doctoral Training (COPT)
 - Bureau on Federal Health Programs (BOFHP)
 - AOA Board of Trustees and House of Delegates
 - AOA Leadership, Education, Advocacy & Development Conference (LEAD)
 - Osteopathic Medical Conference and Exposition (OMED)
 - Society of Osteopathic Specialty Executives (SOSE)
 - Bone and Joint Initiative conference
 - Council of Orthopaedic Residency Directors (CORD), maintaining a relationship with the American Orthopaedic Association (the other AOA)
 - Applicable Accreditation Council for Graduate Medical Education (ACGME) meetings, personal relationships with Review Committee (RC) members, where appropriate
 - Represent AOA on the Coding and Payment Advisory Panel (CPAP) of the AOA
 - American Association of Medical Society Executives (AAMSE)
 - Government Affairs Committee Meetings (in conjunction with the ACOS)
 - Attend ACGME meetings as necessary
 - Affiliate Alignment Task Force (AOA)
 - Bureau of Osteopathic Clinical Educational Research (appointment by AOA)
 - AOA Strategic Planning Committee (appointment)
 - Ex-officio member of the ACGME Orthopaedic Review Committee

** Note: Many of the positions listed above are appointed and may not be applicable to the new Executive Director.*

Management Team

1. Be responsible for the work of the management team in line with their contract.
2. Work with the management team to assure that the guidelines and policies of the AOA are met.
3. Encourage the management team in development and education, and assist them in relating their specialized work to the total program of the AOA.
4. Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people on the management team.
5. Support management by attending CME offerings for the duration of the meeting, including attending the Pre-Convention Meeting with the hotel staff, and monitoring exhibit/commercial support of meetings.
6. Maintain constant communication with the management team, being available by phone or electronic method on a timely basis when needed to provide decision on urgent matters that affect the AOA.
7. Schedule in person visits to the management office at least bi-annually.
8. Submit expense reports for all travel, with receipts, in a timely manner for reimbursement and for credit card expenses.

Budget and Finance

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the management team in preparing a budget for Board approval.
3. Ensure that adequate funds are available to permit the AOA to carry out its work.
4. Jointly, with the President and Secretary of the Board, conduct official correspondence of the AOA, and jointly, with the designated Officers, execute legal documents.
5. Work with the financial advisor, in addition to the management team, to monitor their monthly performance.