

# AOCMF European and Southern Africa Board Chair

## Job description

AOCMF is looking for *Highly motivated individuals of international repute and excellent scientific and clinical recognition regionally and globally. The successful applicant will lead the AOCMF European and Southern Africa Board, to oversee and manage all activities of the board. The applicant must be able to work in a multicultural environment with no travel restrictions. The successful candidate is expected to have the vision to contribute to AOCMF, and help set new standards that position AOCMF as a global leader in craniomaxillofacial surgery education and research.*

**Position** Chair AOCMF European and Southern Africa Board

**Territory** Regional

**Reporting to** Chair AOCMF International Board

**Term** Three years, one renewable term

**Start date** July 2018

**End date** June 2021

### Requirements

#### General requirements:

- Be an active CMF surgeon with a global reputation
- Possess broad knowledge and experience regarding issues within the AO Foundation and AOCMF by way of being a present or past member of an International Board, Regional Board, International Commission, or AOCMF Trustee
- Have a positive international reputation and strong personal relationships
- 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 & Maxillofacial Surgeons, Plastic Surgeons, Otolaryngologists, Head & Neck Surgeons, Ophthalmology and Oculoplastic Surgeons, and Neurosurgeons
- Have international experience by way of fellowship, faculty, or research travel
- Be a current or past member or officer on key national, regional, or international CMF associations
- Be a clear and effective communicator and a good listener with an excellent command of the English language
- Possess the ability to work in a multicultural environment
- Be prepared to spend an average of six days per month on AOCMF/AO Foundation matters
- Have good project management skills (including the ability to effectively delegate authority), as well as strong diplomatic skills

- Be a selfless team builder who can set direction and motivate a team to work together to achieve goals
- Be willing and able to travel globally (with no exclusions) to represent the interests of all members of the AO Foundation (> 10 trips annually)

#### Education-related requirements:

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

#### R&D-related requirements:

- Significant research experience is a must
- Strong global scientific reputation, supported by high quality academic publications, books, etc is preferred

#### Responsibilities

- Be accountable to the AOCMF International Board
- Ensure that the objectives of the AOCMF European and Southern Africa Board are achieved by fulfilling the duties of the board
- Coordinate all functions, budgets, and activities of AOCMF Europe and Southern Africa
- Present and represent the interests of AOCMF Europe and Southern Africa on the AOCMF International Board and of AOCMF in general vis-à-vis third parties and the public
- Ensure the compliance of the AOCMF European and Southern Africa Board with the bylaws and regulations of the AO Foundation
- Comply to the AO Foundation Code of Ethics and Shared Values
- Closely collaborate with the AOCMF management staff for the fulfillment of these tasks
- Create, assign, and review board members' tasks
- Assemble and conduct efficient and effective AOCMF European and Southern Africa Board meetings
- Include all necessary agenda and documentation connected therewith
- Sign and issue the minutes of the AOCMF European and Southern Africa Board
- Ensure timely, fair, and transparent succession planning within AOCMF Europe and Southern Africa
- Supervise the implementation of AOCMF European and Southern Africa 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 AOCMF Europe and Southern Africa
- Ensure the avoidance of bias in faculty selection and rotation
- Ensure and support the AOCMF management in the efficient and effective course planning process (including mid-term planning)
- Ensure compliance of AOCMF educational activities in Europe and Southern Africa with the binding AO Foundation rules, regulations, and contractual obligations