

## AOCMF Middle East and Northern Africa Board Member Job description

**AOCMF searches:** *A highly motivated individual of regional repute and excellent scientific and clinical recognition regionally. The successful applicant will be a member of the AOCMF Middle East and Northern Africa Board, and contribute to all activities of the board. The applicant must be able to work in a multi-cultural environment with no regional 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** Member AOCMF Middle East and Northern Africa Board

**Territory** Saudi Arabia

**Reporting to** Chair AOCMF Middle East and Northern Africa Board

**Term** Three years (may run for re-election once)

**Start date** July 2018

**End date** June 2021

**Requirements** The applicant must:

- Be an AOCMF member
- Be an active AOCMF faculty member, preferably holding a position at a university or academic institution
- Be highly motivated to contribute to build and maintain educational programs
- Have national and regional networks and strong interpersonal 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
- Be willing and prepared to travel regionally (no exclusions)
- Be a good/clear communicator, good listener, possess the ability to work in multi-cultural environments
- Possess a good command of the English language
- Be prepared to commit adequate time (eg, one day per month) to AOCMF/AO Foundation affairs

In addition, he/she:

- Should have international experience (eg, fellowship, faculty, or research travel)
- Should be a recognized member or officer on key national, regional, or international CMF associations
- Should be recognized as excellent educator
- Should hold/has held an AOCMF faculty or chairman position
- Should have relevant research experience
- Should have a good scientific reputation regionally, supported by high quality academic publications, books, etc.

### Responsibilities

The member of the AOCMF Middle East and Northern Africa Board will:

- Ensure that the objectives of the AOCMF Middle East and Northern Africa Board are achieved by fulfilling the duties of the board
- Protect the interests of AOCMF Middle East and Northern Africa
- Act in compliance with the bylaws and regulations of the AO Foundation
- Comply to the AO Foundation Code of Ethics and Shared Values
- Closely collaborate for the fulfillment of the tasks of the AOCMF Middle East and Northern Africa Board with the other members of the board and the AOCMF management staff
- Accept and fulfill board members' tasks
- Participate and contribute to efficient and effective AOCMF Middle East and Northern Africa Board meetings
- Prepare all necessary contributions and documentations connected therewith
- Ensure timely, fair, and transparent succession planning within AOCMF Middle East and Northern Africa entities
- Help implementing AOCMF Middle East and Northern Africa Board resolutions, and actions
- Report on the content of regional educational activities within AOCMF Middle East and Northern Africa
- Ensure the avoidance of bias in faculty selection and rotation
- Support AOCMF management in the efficient and effective management of the course process
- Support the course planning (including mid-term planning) process
- Ensure compliance of AOCMF educational activities with the binding AO Foundation rules, regulations, and contractual obligations