

## AOCMF Latin America Board chair

### Job description

AOCMF seeks	<i>A highly motivated individual of international repute and excellent global scientific and clinical recognition. The successful applicant will lead the AOCMF Latin America (LatAm) 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 AOCMF and to help us set new standards, positioning AOCMF as a global leader in craniomaxillofacial (CMF) surgery.</i>
Position	AOCMF LatAm Board chair
Territory	Regional
Reporting to	AOCMF International Board chair
Term	Three years
Start date	July 2020
End date	June 2023
Requirements	<b>General</b> <ul style="list-style-type: none"><li>• Must be a surgeon in active CMF practice</li><li>• Must be a current or past member of any AOCMF global commission or task force (Community Development, Web Editorial Group, TK, Expert Group, R&amp;D Commission, Global Education Task Force)</li><li>• Must have good regional and international reputation, strong interpersonal skills, and recognition as a regional leader</li><li>• 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</li><li>• Must have international experience (eg, fellowship, faculty or research travel)</li><li>• Recognized members or officers of key national, regional, or international CMF associations are preferred.</li><li>• Must be a good communicator and listener with the ability to work in multicultural environments</li><li>• Must have excellent command of the English language</li><li>• Must be prepared to spend the equivalent of an average of three days per month on AOCMF/AO affairs</li></ul>

- Candidates with good project management and delegation skills, as well as willingness and ability to act diplomatically are preferred
- Team builders who can set direction and motivate teams to work together to achieve goals are preferred
- Must be willing and prepared to travel globally (no exceptions) to represent interests of all AO members

#### **Education related**

- Must be active AOCMF LatAm faculty with at least five years of AO teaching experience after board approval, preferably holding a position at a university or academic institution
- Recognition for outstanding educational achievement is preferred.
- Must be highly motivated to build, manage and maintain educational programs

#### **R&D related**

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

#### **Responsibilities**

- Accountability to the AOCMF LatAm Board and the AOCMF International Board
- AOCMF International Board membership
- Ensure that the objectives of the AOCMF LatAm Board are achieved by fulfilling the duties of the board
- Coordination of all functions, budgets, and activities of the AOCMF LatAm Board
- Presentation and representation of the interests of AOCMF LatAm on the AOCMF International Board and to third parties and the public
- Ensure AOCMF LatAm Board compliance with AO Foundation bylaws and regulations
- Compliance with the AO Code of Ethics and the AO Shared Values
- Closely collaborate for the fulfillment of these tasks with the regional manager of the specialty
- Create, assign and review board members' tasks.
- Assemble and conduct efficient, effective AOCMF LatAm Board meetings, including all necessary related agendas and documentation.
- Sign and issue the minutes of the AOCMF LatAm Board.
- Ensure timely, fair, and transparent succession planning within AOCMF LatAm entities
- Supervise the implementation of AOCMF LatAm 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 LatAm.
- Ensure impartiality in faculty selection and rotation
- Ensure and support the course planning (including the midterm plan) process
- Ensure AOCMF LatAm educational activities' compliance with the binding AO Foundation rules, regulations and contractual obligations