

## THE AMERICAN UROLOGICAL ASSOCIATION JOB DESCRIPTION

### POSITION TITLE:

American Urological Association Board of Directors – President

Note: This job description is inclusive of the three year term, including **President-elect**, President, and **Immediate Past President**.

### BASIC FUNCTIONS:

The AUA President serves as the Chief Presiding Officer of the American Urological Association, Inc. and the American Urological Association Education and Research, Inc. The President represents the AUA to its various constituencies and stakeholders (e.g., all categories of physician and non-physician members, various related medical organizations). The President participates in and facilitates leadership meetings among urology organizations, and articulates the vision and mission of the AUA.

The President is nominated by an AUA Section to serve one year as AUA **President-elect**, one year as President (as of May Business Meeting), then one year as **Immediate Past President**, and is a voting member of the Board of Directors during this 3-year tenure. The President is the Chair of the Board of Directors and its Executive Committee, and serves on other AUA committees as stipulated by Bylaws. The President presides at all meetings of the Board of Directors and its Executive Committee, and is responsible for a variety of activities associated with the AUA Annual Meeting (including the plenary session and annual business meeting).

All members of the Board of Directors recognize that individual Board members have no power except that granted by the full Board through Bylaws, Board policy or by resolution of the full Board. All power of the Board is a joint and collective power that exists only when the Board is acting together as one body.

### MAJOR RESPONSIBILITIES:

1. Chief Presiding Officer of the Association. The President leads AUA activities with frequent communication among members of the Board of Directors, its Executive Committee and key AUA staff.

Weekly Requirements. The responsibility of this position, specifically during the year as President, requires 1-2 full work days per week. The President and Chief Executive Officer hold weekly teleconferences (generally one hour) to discuss AUA operations and related strategies. The President holds a weekly communication call with the **President-elect**. The President typically has additional calls with other AUA Officers and staff, often on a weekly or bi-weekly basis to discuss AUA priorities and immediate items.

2. Represents the Association. The President represents the AUA to its Sections, urology subspecialty societies and other related medical organizations. Based on location and travel assignments agreed upon by the President and **President-elect**, estimated number of nights away range from 45-65 during the **President-elect** and Presidential term years (June-May). The estimated travel or the **Immediate Past President** includes 20-25 nights away.

Responsibilities. The President works with AUA Staff to prepare presentations that communicate AUA messaging and branding. The President is required to submit a brief report of all meetings attended, highlighting any specific requests from the hosting organization, along with other observation from the meeting.

3. Official AUA spokesperson. The President represents the AUA and must be able to communicate AUA policy or position statements in relation to government affairs, public media, medical and other organizational activities. The President is often the signatory on AUA official correspondence to government agencies and other entities. Correspondence with government agencies is often in response to issues that surface with little or no advance notice and require an immediate response on behalf of the Association. The President must participate in spokesperson training, coordinating closely with AUA's Marketing & Communications staff. The President is interviewed at least annually (at the AUA Annual Meeting) and appears in video productions as part of AUA's digital strategy projects.
4. Board Meeting Chair. The President reviews and determines agendas in conjunction with the Chief Executive Officer and conducts and administers all meetings of the Board of Directors, including Executive Sessions held with regular Board meetings. The President may call special/interim meetings of the Board of Directors or Executive Committee as needed. The President must be familiar with general parliamentary procedure and works in concert with the Chief Executive Officer to manage Board discussion and action items.
5. Executive Committee. The President is a lead voice in managing the activities of the Executive Committee (5 Officers) which is authorized to act on behalf of the Board between regular meetings. The Executive Committee meets either in-person or by teleconference at various times throughout the year, or as needed as issues arise.
6. Serves on the following AUA committees. **President-elect**, President and **Immediate Past President** serve on all committees below, unless otherwise indicated.

Awards Committee

Board of Directors

Nominating Committee (**Immediate Past President** serves as Chair)

Public Media Committee (**President** Only)

Strategic/Long Range Planning Committee

AUA Industry Relations Committee

Search Committees (ad hoc committees assigned to recruit and recommend physician consultant positions are typically chaired by the **President-elect**).

7. Committee Appointments. As **President-elect**, oversees the appointment of members to fill vacancies on all standing committees for his or her Presidential term. The President shall appoint special committees authorized by the Board of Directors.
8. Annual Meeting.
  - a. Plenary Session. In concert with the AUA Secretary, the President presides over the plenary scientific session. The President produces and delivers the "President's Address" at the plenary session, and also introduces other key invited lecturers. The President selects the Ramon Guiteras Lecture, in consultation with the Secretary, to identify a unique and qualified individual that will complement the plenary program.

- b. Board and Leadership Meetings. The President must run and conduct the business of the Board at the Spring meeting and routinely attends meetings held between AUA officers and leaders of domestic and international societies.
- c. Industry Activities. Attends designated functions such as Presidential Circle Sponsor Luncheon, photo opportunities, industry receptions.
- d. Social Events. Acts as host/ambassador at various social events (e.g., Board of Directors Dinner, Leadership Program Reception; President's Reception, Awards Dinner).
- e. Consultation on Meeting Sites. The **President-elect** works with the Meetings team to plan the interim (Winter) Board meeting.
- f. Annual Business Meeting. The President presides over the meeting, following parliamentary procedure in approval of actions and officer and committee reports.
- g. Annual Meeting Schedule. A detailed schedule of activities is prepared for all AUA Officers and the **President-elect**, President, and **Immediate Past President** must coordinate attendance at various meetings with the Executive Office to ensure representation and avoid conflicts with other Annual Meeting responsibilities and obligations.

## **SPECIFICATIONS**

The AUA encourages diversity among the nominees for President [e.g., racial, ethnic, gender and practice type (non-academic practitioners)].

### **Minimum Qualifications**

- Active in the practice of urology, or, if retired, no more than five years retired (calculated from the end date of the three-year presidential term).
- Prior corporate/board governance experience.
- Experience with AUA or Section governance (e.g., prior Board of Directors member, Section Officer or experience on AUA committees).

### **Availability to Serve**

- Able to balance career and AUA employment status to meet the 1-2 full work days per week requirement. Estimated hours per week are as follows: President-elect (3), President (14) and Immediate Past President (7).
- Available for frequent communication with members of the Board of Directors and staff via email, and teleconferences on weekly basis.
- Able to travel extensively (approximately 50 overnight stays during Association year, see sample travel schedule page 6).

### **Behavioral traits/skills**

- Strong communicator (known as effective speaker, consensus builder).
- Able to act as Chair of the Board and carry out procedures of regular Board meetings.
- Able to compose/review correspondence, articles and reports.

## AUA Presidential Term Compliance

The AUA Presidential term is inclusive of the President-elect, President and Immediate Past President years. During this three-year term, he or she must maintain and promote high ethical standards including good-faith board decision making and avoiding actual or perceived conflicts with other activities, interests, and/or organizations with which the President may be involved. This includes:

1. Compliance with applicable federal and state non-profit board laws/regulations
2. Compliance with AUA's Bylaws, policies and Code of Ethics
3. Maintaining confidentiality of private information of the organization, staff, clients, and other board members.
4. Agreeing to uphold AUA's tradition and strict policy of maintaining a professional and respectful environment by signing a civility statement.

### Permitted Activities

The following activities are permitted provided they are appropriately disclosed and reviewed:

1. Current investments in Pharma or Device stocks
2. Institutional or individual Pharma- or Device-sponsored research
3. Private ownership as an individual or part of a group in ancillary services
4. Concurrent service as an officer or board member of an AUA Section, Subspecialty Society or Affiliated society (provided the Board has not deemed the relationship to be a substantial conflict to the AUA and the member has sufficient time to serve effectively on both boards).

### Restricted Activities

#### ***AUA Conflicts of Interest Policy: Level 1 Compliance***

Prior to the beginning of their term, all Board Members must adhere to AUA's *Principles, Policies and Procedures for Managing Conflicts of Interest* policy by divesting of significant relationships, with the pharmaceutical and device industries including:

- Any governance role with a Pharma or Device company
- Any role as consultant or advisor to Pharma or Device company
- Any role as paid lecturer or paid attendee at a Pharma or Device event

The Judicial & Ethics Committee is the arbiter of all issues related to conflicts of interest.

#### ***Expert Witness Restrictions***

Board members are not allowed to serve as expert witnesses (for either plaintiff or defendant) in medical liability cases. This applies to new cases (after term of service of board commences), and does not apply to providing medical testimony for a member's own patients.

#### ***Officers Rules for Serving on Competing Editorial Boards***

AUA Officers may not serve on editorial boards of competing urological journals. AUA Officers may submit guest articles or editorials, so long as it is clear that the officer is speaking as an individual. The Board will be arbiter of these issues. Continued service as a reviewer on one of AUA's editorial boards is permitted (*The Journal of Urology, JU Open Plus, Urology Practice, and AUANews*), upon recommendation of the publication's editor.

#### ***AUA Committees/Councils, Guidelines and Editorial Boards Participation***

The AUA Board serves as the oversight body responsible for approving recommendations made from Councils/Committees/Guidelines/Editorial Boards. Board members are required to step down from participation on these activities prior to the at the beginning of their term as President-elect.

Continued service on a guideline panel that is expected to complete its work in less than one year is permitted upon recommendation of the Science & Quality Council Chair.

***AUA Awards***

In an effort to reduce perceived conflicts, all board members are excluded from consideration for an AUA Award during his or her 5-year term on the Awards Committee (1 year for each role: President-elect, President, Immediate Past President, Past President and Chair). Individuals will be eligible again to receive an award nomination once their term on the Awards Committee has concluded.

## AUA President-elect – 14-month Training Calendar SAMPLE

*Specific travel is subject to change and will be provided at the April Orientation.*

### Pre-Term Training

<b>February</b>	Attend AUA Winter Board meeting as guest Attend President-elect overview with CEO and Executive Vice President Legal & Policy at the Winter Board meeting (master travel schedule distributed at this time)
<b>March</b>	Assignment of Section Meeting Attendance during President-elect year Attend AUA Summit in Washington, DC
<b>April</b>	Orientation (Set Up with Finance, overview with Executive Office, other departments) Finalize travel assignments for the president-elect term year (Section and other meetings)
<b>May</b>	Attendance at Board of Directors meeting as guest Attendance at social events Orientation Meeting with Committee Affairs/Executive Office

### President Year

<b>June</b>	AUA Industry Committee (including Executive Committee meeting)
<b>September</b>	Attend assigned 4-5 Section meetings (3-4 as President-elect)
<b>October</b>	Board of Directors Fall Meeting
<b>February</b>	Board of Directors Winter Meeting Odd calendar years: ABU/AUA Leadership Meeting immediately preceding ABU Board Certification Exams in Dallas, TX
<b>March</b>	Annual Urology Advocacy Summit Coordinate Section travel with incoming President-elect <i>Even calendar years:</i> ABU/AUA Leadership Meeting immediately preceding Annual Urology Advocacy Summit in Washington, DC
<b>April</b>	EAU Meeting (President-elect attends AAGUS) Finalize travel assignments for the presidential term year AUA News President's article submitted for June edition
<b>May</b>	Board of Directors Spring Board Meeting held at AUA Annual Meeting Urology Times Interview onsite at Annual Meeting Orientation Meeting with Committee Affairs/Executive Office