

# AOTrauma International Board (AOTIB) Job description – Chairperson

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**AOTrauma International searches:**

*A highly motivated trauma/orthopedic surgeon, who is altruistic, a true team player, and who has the vision and astuteness to lead and further develop the AOTrauma community as the worldwide leading global network of experts in the field of trauma and/or orthopedic surgery. The candidate should have a reputable education and background in orthopedic trauma surgery, ideally combined with a good business and strategic awareness. He/she should have a broad international experience and be able to work in multi-cultural environments. As a leader, he/she must possess strong and refined people skills, and a dedication to sharing and encouraging ideas across professional and cultural boundaries.*

<b>Position</b> .....	AOTrauma executive member
<b>Function</b> .....	AOTrauma International Board (AOTIB) Chairperson
<b>Territory</b> .....	Global
<b>Reporting to</b> ....	AO Foundation Board (AOFB)
<b>Term</b> .....	One (1) year as AOTIB Chairperson-elect Three (3) years as AOTIB Chairperson (single term, non-renewable) One (1) year as AOTIB Past-Chairperson
<b>Start date</b> .....	July 1, 2022 (start as AOTIB Chairperson-elect) July 1, 2023* (start as AOTIB Chairperson) July 1, 2026 (start as AOTIB Past-Chairperson)
<b>End date</b> .....	June 30, 2027

\* The change of office of the chairperson always takes place after the meeting of the Assembly of Trustees. The administrative cut-off is end of June.

**Responsibilities:**

- Accountabilities**      Accountable to the AOTIB and the members of the AOTrauma community
- Lead AOTrauma without bias – enacting all AOTrauma Terms of Reference, guidelines and policies
  - Ensure that AOTrauma remains a surgeon-led community – creating value for its members
  - Oversee AOTrauma's budget with fiscal prudence and diversify its potential revenue streams in collaboration with the AOTrauma Director
  - Initiative and encourage innovative programs and services for the advancement of the AOTrauma community
  - Identify and engage potential successors in accordance with succession planning
- Accountable to the AOFB for the performance and compliance of AOTrauma
- Ensure that AOTrauma as a whole conforms to all charters (incl. by-laws, shared values, code of ethics), templates of governance and policy guidelines of the AO Foundation

- Represent the interests of AOTrauma towards the AOFB
- Convey and implement all AOFB directives, goals and objectives to the AOTIB, its various stakeholders and its regional and country entities, and monitor performance and achievement
- Oversee the definition, implementation and monitoring of AOTrauma's mid-term plan activities
- Advance the vision and mission of the AO Foundation

## Governance

### Chair the AOTIB meetings

- Ensure that the structure of the AOTIB mirrors the strategic intent and needs of the organization and is congruent with AOTrauma's templates of governance
- Conduct, manage and facilitate AOTIB meetings without self-interest, in an efficient and effective manner (cost and time conscious), including preparation of all documentation, minute taking and action points follow-ups, and according to agreed guidelines, policies and budgets
- Ensure a fair delegation of the correct tasks and projects to appropriate AOTIB members
- Champion and regularly review/amend the AOTrauma strategy, initiate corrective measures when necessary
- Contribute (with the AOTrauma Executive Director) to the definition, implementation and regular reporting of the AOTIB annual budgeting processes
- Supervise and monitor the implementation of resolutions, action plans, initiatives and projects (milestones and budget)
- Sign and distribute minutes of the AOTIB meetings to all relevant parties
- Approve and release the AOTrauma contribution to the Annual Report of the AO Foundation
- Encourage and facilitate an open information exchange policy and collaborative teamwork within the AOTIB

### Monitor the performance and effectiveness of the AOTrauma Global Commissions and AOTrauma Regional Boards

- Attend all AOTrauma Global Commission and AOTrauma Regional Board meetings at least once during tenure
- Present the vision, mission, strategy, and activities to the AOTrauma Global Commissions and AOTrauma Regional Board members
- Maintain a pro-active and open communication with the AOTrauma Global Commission and AOTrauma Regional Board Chairpersons in regular time intervals
- Set and measure the performance of AOTrauma Global Commission Chairpersons
- Monitor the performance of the AOTrauma Regional Board Chairpersons and provide regular feedback
- Ensure that the AOTrauma Global Commissions create alignment and value for the AOTrauma Regional Boards and the AOTrauma community
- Support the development of proactive, timely, fair, and transparent succession planning

## Networking and partner management

### Support the development of mutually beneficial alliances/partnerships

- Plan and manage the building of relationships with approved industrial and academic partners
- Create alliances with regional, national, and international trauma and orthopedic societies and other NGO entities
- Establish and approve sponsorship partnerships and agreements if appropriate and respectful of the current contracts in place

Lead the collaboration and exploit the synergies with other AO parties

- AO Clinical Divisions – AOSpine, AOCMF and AOVET, AORecon
- AO Institutes, Service and Support organizations – Education (AOEI), Clinical Research (AOCID), Research (ARI), Technical Commission (TK), Finance, and Human Resources

Act as primary liaison and lead the collaboration between the AOTIB and AO Foundation's approved industrial partners

- Manage contracts, partnerships and alliances, according to the AOTIB templates of governance process

### Requirements:

#### Essential criteria

- An AOTrauma member
- A previous experience in an AOTrauma officer role (preferably on regional or international level)
- An active, practicing trauma and/or orthopedic surgeon, with demonstrated knowledge and experience in trauma, ideally holding a leadership position at a university or academic institution
- An active AOTrauma community member, with considerable international experience as AOTrauma faculty and chairperson in AO courses, symposia, etc. (Davos Courses exposure preferable)
- A recognized member or officer on key national, regional or international trauma associations
- Does not hold other governance positions in AOTrauma. If elected from within the same governance body and keen to assume the position, he/she will be required to resign from the prior position as soon as the term as new chairperson-elect begins.
- Ready to prepare, attend and actively participate in various governance meetings (AOTrauma and AOF)
- Highly motivated to develop and manage interpersonal connections across professional specialties and to continue to build up AOTrauma as the world leading Trauma body
- A good and clear communicator, a good listener and a facilitator
- Prepared to volunteer up to 4-5 days per month away from his/her clinical practice, as well as to be reasonably accessible at his/ her clinical practice.
- Prepared to volunteer up to 1 day per month for meeting preparation, correspondence by email or telephone
- Able to work in multi-cultural teams and environments
- Willing to travel internationally
- Have a good command of English (written and spoken). Any other global languages are advantageous
- Have experience in working with committees/boards

#### Highly desirable criteria

- Have a good research reputation – well published in high impact academic journals

- Show proven innovation within his/her own institution or affiliated orthopedic bodies
- Have a broad personal network and strong relationships with international opinion leaders in trauma and/or orthopedic surgery
- Enjoy leading people by engaging and delegating
- Have a sound business awareness – understands business strategy and marketing-like activities
- Be a good project manager, delegator, and capable and willing to use diplomatic skills
- Have a good knowledge of Mac or Microsoft Office, ideally combined with other IT interests and skills

**Remuneration:**

As per AO Foundation's guidelines