

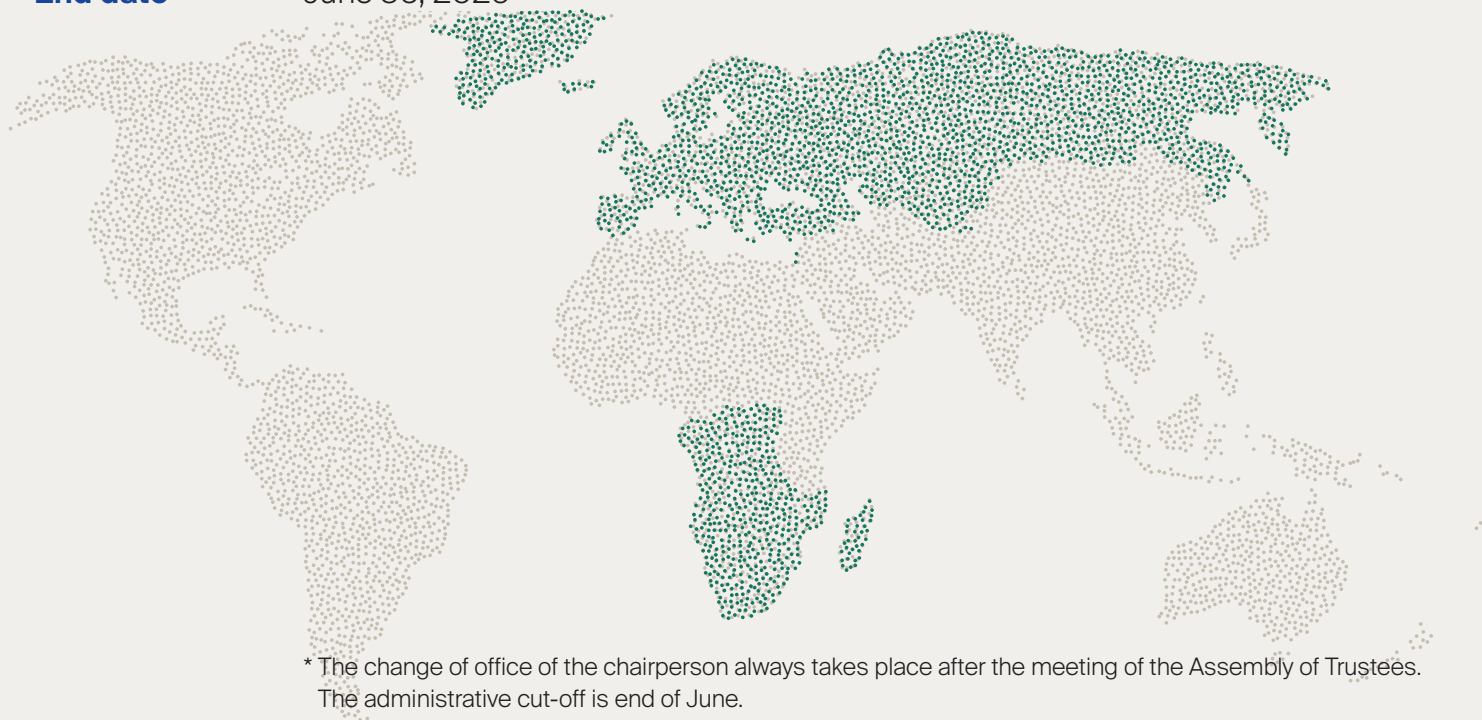
# Job description

## AO Trauma Europe and Southern Africa (AO TESA) Board Chairperson

### AO Trauma Europe and Southern Africa 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 AO Trauma 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>	AO Trauma executive member
<b>Function</b>	AO Trauma Europe and Southern Africa Board Chairperson
<b>Territory</b>	Europe and Southern Africa
<b>Reporting to</b>	AO Trauma International Board (AO TIB)
<b>Term</b>	One (1) year as Chairperson-elect Three (3) years as Chairperson (single term, non-renewable)
<b>Start date</b>	July 1, 2022 (start as Chairperson-elect) July 1, 2023* (start as Chairperson)
<b>End date</b>	June 30, 2026



\* 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 AO TESAB and the members of the AO Trauma Europe and Southern Africa (AO TESA) community**

- Lead AO TESA without bias—enacting all AO Trauma Terms of Reference, guidelines and policies
- Ensure that AO TESA remains a surgeon-led community—creating value for its members
- Oversee AO TESA's budget with fiscal prudence and diversify its potential revenue streams
- Communicate the annual AO TESA budget and plans to the AO TESA Board as well as to all AO TESA Regional Committees and Country Councils
- Initiate and encourage innovative programs and services for the advancement of the AO TESA community
- Identify and engage potential successors in accordance with succession planning

#### **Accountable to the AO TIB for the performance and compliance of the AO TESA**

- Ensure that AO TESA 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 AO TESA on the AO TIB
- Convey and implement all AO TIB directives, goals and objectives to the AO TESAB, its various stakeholders and its regional and country entities, and monitor performance and achievement
- Oversee the submission of the annual AO TESA budget and plans to the AO TIB for approval by the AO Trauma Executive Director and financial controller
- Oversee the definition, implementation and monitoring of AO TESA's mid-term plan activities
- Advance the vision and mission of the AO Foundation

### Governance

#### **Chair the AO TESA Board meetings**

- Conduct, manage and facilitate two to three AO TESAB meetings (each meeting: one day plus travelling time) 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. In addition conducts various ad-hoc online meetings throughout the year.
- Ensure a fair delegation of the correct tasks and projects to appropriate AO TESAB members
- Champion and regularly review/amend the AO TESA strategy, initiate corrective measures when necessary
- Contribute (with the AO TESA Regional Director) to the definition, implementation and regular reporting of the AO TESAB annual budgeting processes
- Supervise and monitor the implementation of resolutions, action plans, initiatives and projects (milestones and budget)
- Sign and distribute minutes of the AO TESAB meetings to all relevant parties
- Approve and release the AO TESA contribution to the Annual Report of the AO Foundation
- Encourage and facilitate an open information exchange policy and collaborative teamwork within the AO TESAB

### **Monitor the performance and effectiveness of the AO TESA Regional Committees, Country Councils and Sub-Committees when applicable**

- Attends one AO TESA Educational Committee meeting (meeting: one day plus travelling time)
- Present the vision, mission, strategy, and activities to the AO TESA Regional Committees and Country Councils
- Maintain a pro-active and open communication with the AO TESA Regional Committee and Country Council Chairpersons in regular time intervals
- Set and measure the performance of the AO TESA Regional Committee Chairpersons
- Monitor the performance of the AO TESA Country Council and Sub-Committee (when applicable) Chairpersons and provide regular feedback
- Ensure that the AO TESA Regional Committees create alignment and value for the Country Councils and the AO TESA community
- Support the development of proactive, timely, fair, and transparent succession planning

### **Attend AO TIB meetings**

- Attend and contribute to four international AO Trauma International Board meetings per year (each meeting one to two days plus travelling time) In addition participate to various ad-hoc online meetings throughout the year.
- Represent the interests and positions of AO TESA in the AO TIB meetings
- Provides reports and escalates regional topics to the AO TIB if needed
- Convey and implement all AO TIB directives, goals and objectives to the AO TESAB, its various stakeholders and its regional and country entities, and monitor performance and achievement

### **Attend assembly of trustees meeting**

- Attend assembly of trustees meeting as Ex-officio trustee (meeting: two days plus travelling time)

### **Networking and partner management**

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

- Plan and manage the building of regional 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–AO Spine, AO CMF and AO VET Europe and Southern Africa
- AO Institutes, Service and Support organizations–Education (AO EI), Clinical Research (AO CID), Research (ARI), Technical Commission (TK), Finance, and Human Resources

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

- Manage contracts, partnerships and alliances, according to the AO TIB and AO TESAB templates of governance process

## Requirements

### Essential criteria

- AO Trauma member of the AO TESA Region
- Previous experience in an AO Trauma officer role (country, 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 AO Trauma community member, with considerable regional experience as AO Trauma 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 AO Trauma after the election. 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 (AO Trauma and AO F)
- Highly motivated to develop and manage interpersonal connections across professional specialties and to continue to build up AO Trauma as the world leading Trauma body
- A good and clear communicator, a good listener and a facilitator
- Prepared to volunteer up to three 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 two days 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 regional and 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 the common office software applications, ideally combined with other IT interests and skills

## Remuneration

As per AO Foundation's guidelines