

## AO Spine International Board AO Spine Community Development Commission Chairperson

Job Description November 2023

**AO Spine Searches:** A highly motivated individual who wants to further develop the AO Spine Community and the Fellowship program, with a first-rate regional and national network, a track record of innovation within own institution or affiliated spine bodies, scientific publication experience, with an affinity towards engaging communities to drive a shared mission.

The successful applicant, together with the community development commission members, would be expected to build and/or manage community development teams and projects as well as oversee and develop the fellowship program for AO Spine. The applicant needs to be able to work in a multi-cultural environment and is expected to have the vision to lead AO Spine Community Development to set new standards in the engagement with AO Spine, and in developing community-oriented and fellowship programs to advance AO Spine's mission.

**Position:** AO Spine International Board Member – Community Development Commission Chairperson

**Function:** Chairperson AO Spine Community Development Commission

**Territory:** Global

**Reporting to:** Chairperson AO Spine International Board (AOSIB)

**Term:** 1 year as Chairperson Elect + 3 years as Chairperson (single term) + 1 year as Past Chairperson

**As Chair Elect:** 1 July 2024 to 30 June 2025

**As Chair:** 1 July 2025 to 30 June 2028, sitting on the AOSIB

**As Past Chair:** 1 July 2028 to 30 June 2029

**Responsibilities:**

- To represent AO Spine Community Development on the AO Spine International Board
- To chair the AO Spine Community Development Commission (AOSCDC)
  - Collaborate with the Director and Global Community Development (CD) Manager for all tasks
  - To manage the AO Spine CD Commission under the agreed guidelines, policies, and budgets
  - To delegate tasks and projects to the appropriate members – Commission, Committee, Taskforce
  - To conduct Commission meetings in an efficient and effective manner
  - To sign and distribute minutes of Commission meetings to all relevant parties
  - To ensure an effective and efficient collaboration with AO units to deliver the agreed activities
- To collaborate and support the activities of the AO Spine Regional Officers on commission-related projects or upon request
- To develop and communicate a community and fellowship strategy and roadmap approved by the AOSIB
- To be accountable for the performance of AO Spine International's membership and fellowship programs
- To oversee the measurement and communication of relevant KPIs

- To collaborate with AOSI Commission heads to leverage resources and optimize performance
- To take active leadership to maintain the prestige of the Global Spine Congress
- To represent AO Spine at the AO Foundation CD Platform to ensure collaboration with other AO community development bodies

**Eligibility:**

- AO Spine Member
- Current or past members of:
  - Any Commission (Research, Education, Community Development)
- Past member of AOSIB two years after they last served on the board

**Requirements:**

- Member Representative after end of term
- Currently a practicing Spine surgeon (>75%)
- Willing, able, and prepared to travel to represent interests of the organization (in coherence with AO Spine travel policy)
- Proven and profound interest and experience in community activities and fellowship programs
- Willing to participate at the AOSIB meetings, the trustees' meetings, and CD Platform meetings
- Promote AO Spine Community Development active communication with the regions through bimonthly calls and with the CD Manager through frequent meetings and calls.
- Ability to analyze membership and performance figures and results for execution of future membership programs for all member groups
- Ability to develop and co-ordinate the fellowship program in close collaboration with the regional officers
- Good international reputation within and outside of AO Spine
- Good project management skills
- Able to work in multi-cultural environments and engage others
- Excellent communicator, listener, and diplomat
- Good command of English (written and spoken) - mandatory
- Highly motivated to build and manage membership and fellowship programs for AO Spine
- Prepared to volunteer 1-2 days per month for community development activities and attend the AOSIB, AO CDC, and AO CD Platform meetings and the Global Spine Congress (approx. 15-20 days per year)
- The successful candidate must have a flawless record of ethical and professional conduct. If any candidate wishes to apply, but has had a complaint made against them, they must fully declare the nature of the ethical complaint or investigation, and if applicable, submit the full report into that case/those cases to the AO ethics committee for further consideration

**Remuneration:** As per AO Foundation Guideline