



AO CMF Community Development Commission chair Job description

AO CMF seeks	<i>A highly motivated individual with a dedication to sharing and encouraging ideas across professional and cultural boundaries. The successful applicant will lead members of the AO CMF Community Development Commission (CDC) in developing and managing a diverse worldwide network of surgeons. The successful applicant needs to be able to work in a multicultural environment and have the vision to lead and contribute to the AO CMF Community. This person will help AO CMF set new standards to position AO CMF as the global leading inclusive community of experts in the field of craniomaxillofacial surgery.</i>
Position	Chair, AO CMF Community Development Commission (AO CMF CDC)
Territory	Global
Reporting to	Chair, AO CMF International Board
Term	Three years (with option of reelection to one additional term)
Start date	July 1, 2023
End date	June 30, 2026
Requirements	<p>General requirements:</p> <ul style="list-style-type: none">• Must be an active craniomaxillofacial surgeon (oral and maxillofacial, plastic surgery, otolaryngology, head and neck, neurosurgery or ophthalmologist) who is in a position of responsibility within her / his home clinic.• Must have a good regional and international reputation, strong interpersonal skills, and recognition as a leader.• Be able and willing to work in a comprehensive, 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.• Must have international experience (eg, fellowship, faculty, or research travel)• Must have an excellent command of the English language• Must be passionate about exploring new, innovative ways of engaging members in both, the online space and in face-to-face situations• Should have a strong reputation in both science and education (including international publications and faculty experience)• Must be an active and contributing member of the AO CMF Community

- Must be highly motivated to develop and manage interpersonal connections across professional specialties
- Must be a clear communicator, good listener and team player, and can work in multicultural environments
- Should be experienced in working with committees/boards
- Cannot hold other governance positions in AO CMF or AO bodies (except task forces and International Board). In case of an election and the candidate wants to accept the position, he/she will be required to resign the other position within six months from the election
- Must be prepared to commit adequate time to network development-related tasks (at least three days a month) and attend virtual and physical meetings as required. These meetings include approximately:
 - International Board Meetings (approx. 3 physical meetings per year plus virtual meetings as needed)
 - Community Development Commission meetings (one physical meeting per year) and attend regular virtual meetings (approx. 2hr/month)
 - CD Platform meeting (1 day per year)
 - AO Foundation Trustees meeting (3 days per year)

Other desired requirements and skills:

- A keen interest in current trends for digital marketing/communication, including social media and other new technologies.
- Ability to analyze marketing figures and results for strategic creation and execution of future marketing programs for all member groups
- Familiarity with the principles of philanthropy, charitable giving, and other gifting pathways

Responsibilities

Chair the AO CMF CDC, which has the following functions and duties:

- Protect the interests of AO CMF
- Define the AO CMF Community Development focus and priorities based on feedback from the network and on current trends in the field of craniomaxillofacial surgery (including reviewing and updating member benefit offerings).
- Represent AO CMF CDC within the AO CMF International Board.
- Coordinate all AO CMF CDC activities in conjunction with the AO CMF Community Development Manager.
- Advise the AO CMF International Board on matters related to network development, including online trends, member acquisition, retention, and engagement.
- Support AO CMF CDC budget planning (within the framework defined by AO CMF International Board).



- Submit AO CMF CDC budget to the AO CMF International Board for approval.
- Support CDC projects
- Comply with the AO Foundation Code of Ethics and Conduct and the AO Shared Values.

Compensation

- The chair of the AO CMF Community Development Commission currently receives an annual stipend as compensation for his/her efforts.
- The annual stipend compensates for all activities except reimbursement of travel/accommodation expenses and per diem for course faculty and course chair activities if such activities do not take place on the same day and same location of other AO activities.