



# AO CMF Research & Development Commission Chairperson

## Job description

**AO CMF searches:** *A highly motivated individual with a track record in carrying out and managing clinical research at an international level. The successful applicant would lead the AO CMF Research & Development Commission members to build and manage research projects. The applicant needs to be able to work in a multi-cultural environment and is expected to have the vision to lead and contribute to AO CMF Research and to help us set new standards and position AO CMF as an academic leader in Craniomaxillofacial research.*

**Position** Chairperson AO CMF Research & Development Commission

**Territory** International

**Reporting to** Chairperson AO CMF International Board

**Term** 3 years

**Start date** July 2023

**End date** June 2026

### Requirements

- Must - Active Craniomaxillofacial surgeon or regionally recognized researcher
- Must - Strong reputation - well published (>15 publications) in high impact journals
- Must - First rate research network and connections incl. fund raising capability
- Must - Experience in multi-center clinical or basic research studies
- Desired - Highly motivated to build & manage research programs for all member groups
- Desired - Good / clear communicator, good listener; ability to work in multi-cultural environments
- Must - Prepared to commit at least 3 days per month to the AO CMF R&D administration
- Must - Good command of English

## Responsibilities

Chair the AO CMF R&D Commission that has the following functions and duties:

- Define the AO CMF R&D focus and priorities based on identified relevant clinical problems
- Represent AO CMF R&D within the AO CMF International Board (ex officio voting member; 3-4 meetings per year)
- Coordinate all AO CMF R&D activities
- Advise the AO CMF International Board on matters related to research and development
- Support AO CMF R&D budget planning (within framework defined by AO CMF International Board)
- Submit AO CMF R&D budget to AO CMF International Board for approval
- Function as point of contact on R&D related issues for AO CMF community members
- Supervise and monitor AO CMF R&D projects (milestones and budget)
- Define Peer Review process (combined effort with other Specialties and entities)
- Coordination of the review of applications for new projects and extensions in accordance with the defined peer review process
- Delegated (presently delegated by the AO CMF International Board) responsibility for funding of all AO CMF research at an international level and for the monitoring of that research. This includes presently designated earmarked funding in AO Research institutions.
- Responsibility for any subcommittees (there is currently only one, a Clinical Priority Program committee for Imaging and Planning in Surgery)
- Comply to the AO F Shared values and the Code Of Ethics
- Does not hold other governance positions in AO CMF. If elected 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 begins

## Compensation

- The Chairperson of the AO CMF Research & Development Commission currently receives an annual stipend of CHF 20'000 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 chairperson activities if such activities do not take place on the same day and same location of other AO activities
- The annual stipend amount is a gross amount, i.e. income and social tax will be deducted depending on the individual situation of the Chairperson (e.g. source tax 25% and social tax 6%). In addition, AO has to pay employer social security tax of approx. 9%.