

## Job Description

# Chairperson AO Trauma Education Commission (AOTEC)

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### AO Trauma 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 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.

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| Position     | AO Trauma executive member  |
| Function     | AO Trauma Education Commission (AOTEC) Chairperson  |
| Territory    | Global  |
| Reporting to | AO Trauma International Board (AOTIB)   |
| Term         | One (1) year as AOTEC Chairperson-elect<br>Four (4) years as AOTEC Chairperson (single term, non-renewable) |

### Responsibilities:

#### Accountabilities

##### Accountable to the AOTEC and the members of the AO Trauma community

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

##### Accountable to the AOTIB for the performance and compliance of the AOTEC

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

## Governance

### Chair the AOTEC meetings

- Ensure that the structure of the AOTEC mirrors the strategic intent and needs of the organization and is congruent with AO Trauma's templates of governance
- Conduct, manage and facilitate AOTEC 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 AOTEC members
- Champion and regularly review/amend the AO Trauma Education strategy, initiates corrective measures when necessary
- Contribute (with the AO Trauma Global Education Manager) to the definition, implementation and regular reporting of the AOTEC annual budgeting processes
- Supervise and monitor the implementation of resolutions, action plans, initiatives and projects (milestones and budget)
- Validate and distribute minutes of the AOTEC meetings to all relevant parties
- Approve and release the AO Trauma Education contribution to the Annual Report of the AO Foundation
- Encourage and facilitate an open information exchange policy and collaborative teamwork within the AOTEC

### Monitor the performance and effectiveness of the AO Trauma Regional Education Committees

- Attend all AO Trauma Regional Education Committee meetings at least once during tenure
- Present the vision, mission, strategy, and activities to the AO Trauma Regional Education Committees
- Maintain a pro-active and open communication with the AO Trauma Regional Education Committees in regular time intervals
- Set and measure the performance of the AO Trauma Regional Education Committee Chairpersons
- Ensure that the AO Trauma Regional Education Committees create alignment and value for the AO Trauma 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–AO Spine, AO CMF and AO VET
- AO Institutes, Service and Support organizations – Education (AOEI), Clinical Research (AOCID), Research (ARI), Technical Commission (TC), Finance, and Human Resources

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

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

## Requirements

### Essential criteria

- An AO Trauma paying member
- Previous experience with AO Trauma Education (officer role is a strong advantage)
- 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 international 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. 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 AOF)
- 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 2–3 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

- Previous experience with AO Trauma Education practices, preferably in one or more of the following: as a member of AOTEC, an AO Trauma Education Task Force or Education Working

Group, as a member of a Regional Education Team (RET), completion of AO's Chairperson Education Program (CEP), Leadership Education Program (LEP), Coaching Program

- 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 knowledge of and access to widespread IT systems and applications

## Remuneration

As per AO Foundation's guidelines