

The PSF Public Board Member Duties/Responsibilities

Date Updated: May 2023

Position Title: PSF Public Board Member

Reports to: PSF Board of Directors

COMMITTEE TERMS ACCORDING TO BYLAWS

The Foundation Board may appoint up to three (3) Public Members to represent the general public, corporations, foundations or other organizations devoted to fostering research, education and the improvement of public health who shall possess demonstrated expertise in foundation development to serve a maximum of four (4) one (1) year terms.

Committee terms are one-year in length and run from the conclusion of one Annual Business Meeting (ABM) to the conclusion of the next, unless otherwise provided for in the Bylaws or committee-specific governing document.

CANDIDATES

All individuals with an interest in the plastic surgery specialty (aesthetic and reconstructive) are encouraged to apply. The ideal candidate for this role will have previous experience in fundraising. Disclosure of potential conflicts of interest will be required for candidates continuing to an interview.

GENERAL RESPONSIBILITIES

- 1. Establish and maintain relationships with the general public, corporations, foundations or other organizations to steward donations for The PSF.**
- 2. Work with The PSF Fundraising Subcommittee and annually revise The PSF Fundraising appeals and campaigns.**
- 3. Work with The PSF Fundraising Subcommittee to complete fundraising goals and objectives.**
4. Attends all Board and committee meetings and functions.
5. Is informed about the organization's mission, services, policies, and programs.
6. Reviews agenda and supporting materials prior to Board and committee meetings.
7. Serves on additional committees and offer to take on special assignments.
8. Keeps up to date on developments impacting plastic surgery.

GOVERNANCE ACTIVITIES

1. Serves as a member of the ASPS and PSF Board of Directors and a member of the Development Committee.
2. Follows conflict of interest and confidentiality policies.
3. Assists the Board in carrying out its fiduciary responsibilities.

ADMINISTRATIVE RESPONSIBILITIES

1. Maintains communications with the ASPS Offices by monitoring voice mail messages at least once every 24 hours.
2. Provides review and signoff of appropriate materials within 24 hours.

LEADERSHIP CONTRIBUTIONS

1. The PSF requires a \$5,000 annual leadership donation to The PSF.

To apply, please send a cover letter and your updated CV to giving@plasticsurgery.org.