



The Organization of Facial Plastic Surgery Assistants (OFPSA) is a sister organization to the American Academy of Facial Plastic and Reconstructive Surgery. The organization was established over twenty years ago when physicians' offices realized that by strengthening and supporting their office staff, they increased the value of their best resource. The membership of the OFPSA is comprised of practice managers, nurses, physician assistants, medical estheticians, surgery coordinators, billing managers, patient coordinators and other personnel who play important roles in their physician's office. Through participation in the OFPSA, members receive valuable and current information on topics relevant to the Facial Plastics industry, such as marketing and social media strategies, managing and leading techniques, and training on emerging trends and technologies.

The OFPSA fosters education, practice growth and personal enhancement. As an OFPSA member, you are part of a tremendous network of practice decision-makers. This unique group is a sounding board, providing each other with real-life feedback on everything from products and services that help a practice run more smoothly, to strategies for making each patient visit more fulfilling.

All members of the OFPSA who are current on their dues are eligible to run for election, however, **you must be present at the Annual Meeting to receive a nomination and/or vote in the election.** Members who are considering running for office will need the approval and support of their physician sponsor and commit to being present at the Annual Meetings during their time in office. **Board participation requires a substantial ongoing investment of time and energy.** It is a volunteer effort that should not be undertaken lightly. All terms are one year, except the Vice-President, which is a two-year term (one year as Vice-President/President-Elect and one year as President).

Please submit your name and information if you would like to be considered for nomination via e-mail to [LMcGuire@aafprs.org](mailto:LMcGuire@aafprs.org).

The membership committee will keep all submissions confidential until they are presented for election at the Annual Meeting. We also ask that you include a statement of your candidacy to be included on the informational material presented during the Annual Meeting. Members will receive



further information about each candidate at the beginning of the Annual Meeting and elections will be held Friday morning, October 7, 2016, via electronic ballot.

**We hope that you will consider volunteering your time, creativity, and talent to this incredible organization and to your fellow members.** Listed below are detailed descriptions of each position and the estimated time commitment per position.

## **Officers of the Board**

### **President:**

The OFPSA President serves one-year active term as president and one-year term as Past-President without voting privileges. This one-year active term shall occur after a one-year term as Vice-President. The President shall be the chief spokesperson for the OFPSA. *Estimated time commitment for this position is 5-10 hours per week (more time may be necessary the two months just prior to the Annual Meeting). Incumbent must receive approval of physician sponsor to perform duties.*

The President's duties shall include, but not be limited to:

- Preside at Annual Meeting of the organization
- Produce monthly communications with the members of the OFPSA
- Work with the AAFPRS Educational Liaison Representative to elevate the quality of activities provided by the OFPSA
- Fill any vacancies of OFPSA Board of Officers between annual meetings
- Schedule, organize and lead all preparatory conference calls amongst OFPSA Officers and AAFPRS Liaison in order to plan the Annual Meeting
- Determine all programming decisions for the Annual Meeting, with the assistance of other members of the OFPSA board and authorize final approval of the schedule for the Annual Meeting
- Maintain communication with the AAFPRS to ensure smooth implementation of Annual Meeting planning
- Assist the AAFPRS Liaison in determining the recipient of the OFPSA Member of the Year award
- Facilitate communication amongst OFPSA officers
- Attend the Annual Meeting and facilitate networking and connections among OFPSA members
- Perform all duties incumbent to this office and such other duties as may be directed by the Executive Committee as needed



### **Vice-President:**

The OFPSA Vice-President serves a one-year active term as Vice-President, one-year active term as President and one-year term as Past President without voting privileges. *Estimated time commitment for this position is 3-5 hours per week.*

Duties shall include, but not be limited to:

- Assists the President as needed
- Helps coordinate and plan the OFPSA Schedule for the Fall meeting
- Assists the President in cultivating relationships with potential and scheduled speakers in order to coordinate speakers for Fall Meeting
- Drafts at least one email to membership about the upcoming Annual Meeting
- Takes minutes during conference calls and emails the minutes to the Board within 5 business days of each conference call
- Attend Annual Meeting
- Succeeds as President
- Perform all duties incumbent to this office and such other duties as may be directed by the Executive Committee as needed

### **IT Coordinator:**

The OFPSA IT Coordinator serves a one-year active term. *Estimated time commitment for this position is 2-3 hours per week.*

Duties shall include, but not limited to:

- Make sure content on both the OFPSA website and the OFPSA page on the AAFRPS website are current and accurate
- Coordinate the website with help from Surgeons Adviser and other OFPSA officers
- Assist the other members of the board with planning the meetings
- Participate in Annual Meeting planning conference calls
- Attend Annual Meeting
- Perform all duties incumbent to this office and such other duties as may be directed by the Executive Committee as needed

### **Membership Coordinator:**



The OFPSA Membership Coordinator serves a one-year active term. *Estimated time commitment for this position is 1-2 hours per week (more at year end when memberships are due and just prior to the Annual Meeting).*

Duties shall include, but are not limited to:

- Promote membership
- Point of contact for prospective and current members
- Assist members throughout the course of their membership (joining, membership questions)
- Maintain records of membership (with the assistance of AAFPRS liaison) and fall meeting attendance
- Participate in Annual Meeting planning conference calls
- Attend Annual Meeting
- Perform all duties incumbent to this office and such other duties as may be directed by the Executive Committee as needed

#### **Sponsorship Coordinator:**

The OFPSA Sponsorship Coordinator serves a one-year active term. *Estimated time commitment for this position is 1-2 hours per week.*

Duties shall include, but are not limited to:

- Pursue sponsorship opportunities from corporate industry donors for Annual Meeting
- Coordinate with the AAFPRS Liaison to work toward attaining financial sponsorship goals as determined by the AAFPRS for the Annual Meeting
- Participate in Annual Meeting Planning conference calls
- Attend Annual Meeting
- Perform all duties incumbent to this office and such other duties as may be directed by the Executive Committee as needed