Position Description
ABA Program Committee Chair

Function
Leads the Committee that develops the educational content for the ABA Annual Meeting.

Duties & Responsibilities
Specific to Secretary:
- Overall responsibility for the content and delivery of education at the Annual Meeting.
- The Program Chair leads the planning meeting where decisions are made on the overall educational programming for the Annual Meeting including format, topics, and content.
- The Program Chair is charged with updating the program committee members of significant program developments.
- Works with the Associate Chair, Program Committee, and staff to select course directors and moderators, ensuring that there is a balance between experience and developing new talent, that various disciplines are represented and that bias and conflict of interest are avoided.
- Works with the Associate Chair and staff to select abstract reviewers and uses blinded scoring to place abstracts for podium presentation and poster presentation during the Annual Meeting.
- The Program Chair and Associate Chair along with selected members of the Association are responsible for reviewing and resolving any identified Conflicts of Interest (COI) for abstract authors, speakers, moderators, course directors, committee members, reviewers and all others involved in the delivery of content at the Annual Meeting. The final responsibility of resolving COI rests with the Program Chair in association with the staff.
- Selects and assigns reviewers for ABA Paper Awards.
- Personally reviews and scores ALL submitted abstracts and videos.
- Performs other duties and responsibilities as assigned by the President or Executive Committee.

Responsibilities of all members of the Board:
- The Board of Trustees determines strategic goals and direction and provides guidance to the Executive Director for management of the Association. The Board of Trustees also approves the Association’s strategic plan, annual operating plan and budget; monitors the Association’s financial health; oversees programs and overall performance; and provides the Executive Director with the resources needed to carry out the Association’s work plan. Each Board member has one vote on matters before the Board.
- The Board shall take no action which conflicts with the Mission of the Association. The Board shall be responsible for the general oversight of the Association’s resources, including funds awarded to the Association to support research and other professional activities.
- Board members must adhere to the fiduciary obligations including the legally mandated duties of care, loyalty, and obedience.
- All board members are assigned to serve as board liaison to one to three ABA committees. In this role, they are expected to attend committee conference calls and in person meetings, share committee activities with the Board, and provide the committee with information on what is happening at the Board level. Board liaisons, who are not appointed as regular committee members, are not expected to fully participate in committee activities, such as developing content, their role is to facilitate two-way communication and information sharing.

Term
Three years as Program Chair. The term of office shall begin at the close of the Business Meeting during the ABA Annual Meeting. Except for partial terms filled according to the bylaws, no individual may serve successive terms in the same office.
Commitment
In addition to the commitment outlined below for members of the Board of Trustees, the Program Chair is expected to attend the in person Program Committee meeting and the abstract slotting meeting. He/she will need to dedicate the time to accomplish the duties outlined in this document. This typically includes monthly or bi-weekly calls with ABA staff and review of documents as well as reaching out to course directors and moderators who may need additional support. This can range from one to four hours per week depending on the time of year.

All Board members are required to attend four Board meetings per year. At least one is during the Annual Meeting and one is at the National Leadership Conference. Attendance during the Annual Meeting is at the expense of the individual. For the Board meeting during the Annual Meeting Board members are expected to pay for travel as they would be expected to attend the NLC, but the ABA will pay for one hotel night. There may be one to two additional in person Board meetings that the ABA would reimburse for attendance expenses. Additional Board meetings may be held virtually as determined by the President, Executive Committee and Executive Director.

Except for the Annual Meeting and the Business Meeting, the Board authorizes any Trustee not physically present at a meeting to participate in a meeting using remote communication, and such Trustees may be considered present in person and may vote at the meeting, whether held at a designated place or solely with remote communication, subject to the conditions imposed by law. The Board may determine that a meeting may be held solely with or without remote communication.

Qualifications
Minimum qualifications per the Bylaws:
(a) be a professional in a burn-related field for no less than five years; and
(b) have demonstrated leadership abilities; and
(c) have been and are currently active members of the Association for no less than five years prior to their term of office.
(d) At least two At Large Board members must be physicians and at least two must be non-physicians.

Additional qualifications:
- Understanding of educational delivery to adult learners.
- Understanding of, or willingness to learn, nuances of accreditation for continuing education for physicians, nurses and other disciplines.
- Ability to think strategically and analytically and to effectively communicate ideas and the supporting rationales.
- Earned reputation for emotional maturity, personal integrity, and honesty.
- Demonstrated leadership ability as evidenced by such positions as committee chair/member or other leadership position of a nationally recognized healthcare-related organization.
- Broad-based knowledge and experience in the burn field.
- Ability to champion the best interests of the ABA as a whole.
- Effective communicator.
- Committed to work on hard on the ABA’s behalf.
- Absence of significant conflicts of interest.

Approved 3-17-20