

AMERICAN UROLOGICAL ASSOCIATION
AUA Board of Directors Section Representative Job Description

I. SUMMARY:

A Section Representative serves as a voting member of the AUA Board of Directors and participates as part of the Board to accomplish AUA's mission to promote the highest standards of urological clinical care through education, research and the formulation of health care policy. A Section Representative is elected/appointed by the AUA Section, represents the national AUA to the Section and to the general membership, and serves as an advocate in communicating the Association's policies, goals and successes. This individual attends all Board meetings and assigned meetings.

II. MAJOR RESPONSIBILITIES

A. AUA leadership, governance and oversight

1. Participates in establishing and reviewing AUA's strategic plan(s) and organizational goals.
2. Supports the Board's responsibility to evaluate services/programs, to ensure financial accountability, budget development and approval, to oversee assets and investments and to ensure that management systems are adequate and appropriate.
3. Advocates AUA Board policies and positions to his or her AUA Section, to Urology Subspecialty Societies, or related organizations and reciprocally serves as key liaison in strategic discussions or in connection with specific programs.
4. Serves as moderator for one of the plenary sessions at AUA's Annual meeting, as assigned by the Secretary.
5. May be assigned to serve on:
 - AUA's Finance Committee with involvement and oversight of Audit, Investments and or Compensation sub-committee matters.
 - Board Task Forces.
 - AUA Treasurer/Secretary Search Committees.

B. Section Representation

1. Communicates the Association's organizational goals and successes to Section and general membership.
2. Submits reports from the Section and presents these reports in accordance with Board agendas.
3. Serves on the Section Board of Directors (voting or non-voting per Section Bylaws) and reports on AUA activities.
4. Section activities may include reporting at the Section Annual Business Meeting, writing Section Newsletter articles and/or service on the Section Nominating Committee.

C. Orientation and Mentoring

1. Reviews pre-term orientation materials provided by AUA Committee & Society Affairs staff and participates in pre-term meetings and activities over a period of six months.
2. Serve as a resource for the Section Alternate addressing questions on AUA governance, policies and procedures.
3. Mentors incoming board members throughout their 6-month pre-term orientation.

III. SPECIFICATIONS**A. Minimum Qualifications**

1. Active member in good standing in both the Section and AUA.
2. Individuals must be actively practicing with the geographic boundaries of the Section they represent on the AUA Board at the beginning of the individual's initial term (and at the beginning of any subsequent term on the AUA Board).
3. Knowledge of current trends and important developments in the field of urology.
4. Demonstrated knowledge of AUA's major programs and services. (Prior non-profit governance experience at an AUA Section Board or Urology Subspecialty Board or academic institution is preferred.)
5. Responsive by email and available to devote time to be an effective Board member (see Time Commitment).
6. Adherence to AUA Compliance restrictions (see attached).

B. Behavioral Traits

1. Communicates effectively by presenting information clearly and succinctly, framing discussions while respecting the diverse opinions of others, and compromising to help the board reach consensus.
2. Utilizes long-term vision to evaluate important short-term projects.
3. Demonstrates ability to act as AUA spokesperson, possessing leadership qualities and abilities needed to be an effective board member.
4. Recognizes that individual Board members have no power except that granted by the full Board through Bylaws, Board policy or by resolution of the full Board. The Section Representative understands that all power of the Board is a joint and collective power that exists only when the Board is acting together as one body.

IV. KEY AUA CONTACT

Governance responsibilities or logistics questions should be directed to the AUA Committee & Society Affairs Director, Diane Bieri (Email: dbieri@auanet.org Phone: 410-689-3733).

AUA Section Representative Compliance

All Section Representatives must maintain and promote high ethical standards including good-faith board decision making and avoiding actual or perceived conflicts with other activities, interests, and/or organizations with which the Section Representative may be involved. This includes:

1. Compliance with applicable federal and state non-profit board laws/regulations
2. Compliance with AUA's Bylaws, policies and Code of Ethics
3. Maintaining confidentiality of private information of the organization, staff, clients, and other board members.
4. Agreeing to uphold AUA's tradition and strict policy of maintaining a professional and respectful environment by signing a civility statement.

Permitted Activities

The following activities are permitted provided they are appropriately disclosed and reviewed:

1. Current investments in Pharma stocks
2. Institutional or individual Pharma research
3. Private ownership as an individual or part of a group in ancillary services
4. Concurrent service as an officer or board member of an AUA Section, Subspecialty Society or Affiliated society (provided the Board has not deemed the relationship to be a substantial conflict to the AUA and the member has sufficient time to effectively serve on both boards).

Restricted Activities

AUA Conflicts of Interest Policy: Level 1 Compliance

Prior to the beginning of their term, all Board Members must adhere to AUA's *Principles, Policies and Procedures for Managing Conflicts of Interest* policy by divesting of significant relationships, with the pharmaceutical and device industries including:

- Any governance role with a Pharma company
- Any role as consultant or advisor to Pharma
- Any role as paid lecturer or paid attendee at a Pharma event

Expert Witness Restrictions

Board members are not allowed to serve as expert witnesses (for either plaintiff or defendant) in medical liability cases. This applies to new cases (after term of service of board commences), and does not apply to providing medical testimony for a member's own patients.

AUA Committees/Councils Participation

The AUA Board serves as the oversight body responsible for approving recommendations made from Councils/Committees. Board members are required to step down from service on AUA Councils/Committees at the beginning of their term. The AUA Finance Committee (comprised of Board members) is an exception to this rule. Board members may, on a case-by-case basis, remain on a committee to allow the completion of a project (e.g., a board member who is serving on a guideline panel which is expected to complete its work in less than one year may be permitted to remain on the panel).

Section Representatives may continue to serve on editorial boards (though not as the principal editor) of AUA publications (*The Journal of Urology*, *Urology Practice* and Update Series), subject to approval by the publication's editor.

AUA Section Representative Time Commitment

Specific travel is subject to change and will be provided at the April Orientation.

Term

Section Representatives serve an initial two-year term and are eligible to renew once for a term limit of four-years. Office is assumed at the close of the Annual Meeting beginning on the first day after the AUA's Annual Business Meeting. Representatives are expected to fulfil their first term and may not step down during their first two years on the Board to pursue other AUA Officer or AUA Paid Physician Consultant positions on the Board. No AUA Board Member may serve simultaneously in another board position or as a board consultant.

Schedule

Section Representatives must devote sufficient time to being effective Board team members. Representatives are expected to fulfill commitments within agreed-upon deadlines including timely response to frequent communications from other Board members and AUA Staff (especially information disseminated for action and formal vote). An email reply is generally expected within 24-48 hours.

The time commitment varies over the course of the year and is estimated at an average of 1-2 hours a week. Additional time commitments are required for representatives that also serve as a member of the Finance Committee (18 hours per year), the Compensation Committee Chair (29 hours per year) or Audit Committee Chair (21 hours per year).

Participation at AUA Social Events takes precedence over invitations from other organizations. Spouses are expected to accompany Board Members to social events.

Applicants should review the following time commitments with their practice/institution/family prior to election/appointment by their Section.

Pre-Term Training includes 15 hotel overnights (14 workdays and 5 weekend days = 19 days total travel days)

December	Reading assignments distributed and mentoring from current Section Representative begins
February	Winter Board Meeting - 5 overnights (leave Fri-return Wed), location varies
March	AUA Summit - 3 overnights (leave Sun-return Wed), Washington, DC
April	HQ Orientation includes overview with Executive Office and other departments (1 overnight (leave Thurs - return Fri), Linthicum, MD
May	Spring Board Meeting - 6 overnights (leave Wed – return Tues), location varies

Section Representative Years includes 12 hotel overnights (11 workdays and 6 weekend days = 17 days total travel) *this total does not include optional attendance at the Advocacy Summit*

October	Fall Board Meeting - 3 overnights (leave Thurs-return Sun), AUA Headquarters in Linthicum, MD
February	Winter Board Meeting - 5 overnights (leave Fri-return Wed), location varies
March	AUA Summit OPTIONAL - 3 overnights (leave Sun-return Wed), Washington, DC
May	Spring Board Meeting - 6 overnights (leave Wed – return Tues), location varies

NOTE: Representatives assigned to AUA's Finance Committee participate in a bi-monthly teleconference[WN1].

Section Board Meetings (varies by Section)

Fall	Section Annual Meeting (no additional nights as attendance is expected)
Spring	Interim Section Board Meetings (1-2 additional nights, varies per Section)