

ACAAI Executive Medical Director Job Description

Job Title:	Executive Medical Director (EMD)	Job Category:	Non-voting advisory position to ACAAI Executive Committee (EC) and Board of Regents (BOR)
Position to start:	September 1, 2009	Job term:	3 year contract that may be renewed for one additional term by BOR
Location:	At the discretion of the EMD except for travel	Travel Required:	Yes, to Chicago on monthly basis for 3-4 months and then q 3 months or more frequent intervals if needed, and to attend JCAA meetings, BOR meetings
Independent contractor status:	\$85,000	Position Type:	Part-time, .3 Full Time Eq. (average of 12 hr/wk)
Contact:	Dr. Richard Gower, Chairman of EMD Selection Committee	Date posted:	6/24/09
		Posting Expires:	7/24/09
Applications Accepted By:			
Fax or E-mail: (509) 838-1952 or rgower@marycliffallergy.com Subject Line: Attention: EMD Completed Application		Mail: Richard G. Gower, M.D. Marycliff Allergy Specialists 823 West 7 th Avenue Spokane, WA 99204	

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Qualifications for EMD:

1. Former member of ACAAI BOR Executive Committee and preferably past president with business acumen. The individual chosen must have demonstrated integrity and be willing to devote the time and energy necessary to the position. The person needs to possess the qualities listed below and be decisive and not easily swayed by the pressures that will undoubtedly be placed on his/her shoulders, and whose first loyalty is to the ACAAI.
2. Impeccable credentials and experience.
3. Demonstrated leadership abilities. Ability to work with a diverse group of people at a national and international level. Experience working with government agencies, medical societies and pharmaceutical and medical device corporations.
4. Strong but congenial personality with demonstrated capacity to get along with diverse groups. The candidate must have ability to interact well with the administrative staff and ACAAI EC and BOR.
5. Has the ACAAI best interests at heart. Ability to promote the goals of the organization and free of personal bias or interests.
6. Clearly respected by leaders in the allergy community.
7. Willingness to devote time to accomplish tasks effectively and completely.
8. Has knowledge of the "inner workings" of groups with which ACAAI interacts and the ability to function in this capacity: ABAI/ RRC/ACGME/ AAAAI/ JCAAI/AAP/AMA/AAD/ ACP, etc.
9. Proven ability to articulate a point with the capacity to be conciliatory when needed.
10. Significant commitment to be available throughout the year.
11. Willingness to commit to an initial 3 year term of office renewable one time at the discretion of the EC & BOR to provide a total of 6 years of service to the ACAAI as EMD to ensure continuity of effort.
12. Will have a vote of confidence by the President, President-elect, and VP.
13. Goal-oriented and interested in change. A forward thinker who is respectful of all opinions.
14. A good facilitator, consensus builder, non-opinionated, tolerant and pragmatic.
15. Social and energetic.
16. Should consider issues on their merits rather than adhering to fixed standard or the "way it has always been done".
17. Modest and yet able to promote the ACAAI interests; sympathetic but strong.
18. Business acumen: a) has a basic understanding of financial accounting to increase effective monitoring of monies. b) understand the importance of marketing efforts to patients/customers, pharmaceutical companies, government agencies, payors, ACAAI constituency, and the public.
19. Maintains transparency and full disclosure of conflicts of interest.
20. Must respect and uphold the rights and privileges of the elected officers and the EC.

PROPOSED STRUCTURE OF POSITION:

1. Reports to the President of the ACAAI and serves at the will of the Board of Regents

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2. Must keep records documenting activities, although formal, routine reporting is not required
3. Works directly with the ACAAI-elected President.
4. Annual performance review by committee composed of: President, Executive Committee, and Executive Director of ACAAI.
5. Will work under a formal employment contract that will be developed.
6. Position can be filled with a temporary or permanent replacement in the event that the requested duties can not be performed
7. The Board of Regents on the recommendation of the EC can terminate the Executive Medical Director at any time with or without cause.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES:

1. Serve as rapid response team leader for issues arising from the media and government agencies.
2. Participate in meetings, conferences, or hearings on medical affairs or socio-economic issues when deemed necessary by the President or Executive Committee.
3. Monitor the activities of the various committees of ACAAI to ensure compliance with the vision and goals of the College.
4. Remain in close communication with the President and Executive Director on important medical and socio-economic issues.
5. Attend and/or participate in the following activities of the organization as a non-voting member:
 - i. Executive Committee meetings
 - ii. Board of Regents meetings
 - iii. Strategic Planning meetings and retreats
 - iv. Joint ACAAI and AAAAI leadership meetings and conference calls
 - v. The Annual Business Meeting
 - vi. The Joint Council of Allergy, Asthma & Immunology
 - vii. ACAAI Foundation and Alliance for strategic planning and implementation of fund raising activities
6. Assist the Executive Director in developing strategies to recruit new members and improve retention.
7. Assist with exploring new revenue sources deemed applicable and appropriate for the organization by the Executive Committee and the Board of Regents.

DETAILED JOB DUTIES AND RESPONSIBILITIES:

Based on the understanding that the EMD's role is to "provide oversight to development and coordination of all medical education and socioeconomic activities" as outlined, general duties should include these substantive tasks: public relations, international, educational programs, research programs, income generation, and fostering relationships with other organizations, including specialty and primary care medical organization.

1. Acts as liaison to facilitate communication of all facets and activities of the ACAAI, including the BOR, EC, other committees, membership, and the administrative staff. Also provides "institutional memory".
2. Primarily acts as liaison for administration and elected President.
3. Has advisory role similar to Executive Director of the paid administrative staff.
4. Acts as counsel, confidant and consultant to elected President.
5. Interacts with administrative staff on behalf of and as directed by the President.
6. Maintains continuity of projects from one medical administration to another.
7. Maintains focus on ACAAI Strategic Plan

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8. Provides oversight, direction, indexing, continuity, and implementation of all active projects as prioritized by the BOR and EC
9. May represent the President, EC, and BOR at committee meetings, conference calls, etc at the discretion of the President.
10. May act as substitute representative in event the President or designated College representative is unable to attend; has proxy voting power for the President when requested.
11. Is a member of the Investment Oversight Committee.
12. Will review the status of ongoing projects with each new ACAAI medical administration (incoming president, president-elect, and vice president).
13. Assist in preparation of timely press releases and/or meet select press reporters when requested by the president. Serves as first reviewer of all public relations electronic, verbal, or printed releases including but not limited to press (media) releases and statements, e-news letter, and printed newsletters prior to these being reviewed by the elected officers.
14. Works closely with the web site development committee, web site editorial staff, and IT dept to maintain an updated, functional web site.
15. Will verify, coordinate, and oversee that approved projects are undertaken and completed by volunteers and administrative staff in a timely fashion and provide follow-up of outstanding projects to the EC on a monthly basis.
16. Will serve as liaison between the administrative staff and members of the EC or BOR when requested to provide assistance for issues of dispute, concern, or follow-up. This will be completed while maintaining confidentiality for the individuals requesting this assistance.
17. Works with the ACAAI Treasurer to oversee the expenditures of the ACAAI.
18. Review budget expenditures and income on a frequent basis, but not less than monthly, with the Treasurer to ensure appropriate and accurate accounting. Assist in the development of a summary report for the EC on a monthly basis.
19. May recommend, with documentation, a change of administrative support to the BOR if administrative staff provides unsatisfactory support to the College.
20. Assures prudent bidding and review procedures are followed. When required, the administration will prepare RFP and arrange for vendors to present to the EMD. The EMD will present each contract with recommendations to the president, EC or BOR.
21. All ACAAI contract activities, both existing and new, will be reviewed on an on-going basis to assure that they are carried out in accordance with the policy of the ACAAI or within the specific contract language. The EMD will ensure that all discrepancies are discussed, clarified, and the contract terms are executed as appropriate.
22. The EMD will obtain and verify the administrative costs of the general operation of ACAAI are comparable to industry average. This information shall be disseminated to the officers and BOR with a summary and suggested recommendations.
23. Monitors administration to assure timely and efficient action is taken on approved projects.
24. Other duties may be assigned by the president or EC through the president