

AOCMF Community Development Commission Representative, Latin America

Job description

AOCMF seeks	<i>A highly motivated individual of global repute and excellent scientific and clinical recognition, who is dedicated to sharing and encouraging ideas across professional and cultural boundaries. The successful applicant will be the regional lead for Latin America on the AOCMF Community Development Commission (CDC) and will contribute to the development and management of a diverse worldwide network of surgeons in Latin America. Moreover, the successful applicant will be a member of the AOCMF Editorial Review Board of the CMTR Open e-journal, representing Latin America, as well as advising the AOCMF Latin America Board. She/he is expected to contribute to the advancement and success of all AOCMF online communications, help AOCMF to set new standards, and position AOCMF as the leading Latin American community of experts in the field of craniomaxillofacial surgery</i>
Position	AOCMF Community Development Commission Representative, Latin America
Territory	Latin America (LAT)
Reporting to	AOCMF Community Development Commission Chair
Term	Three years (may run for reelection once)
Start date	September 2019
End date	June 2022
Requirements	General <ul style="list-style-type: none">• Must be a current AOCMF member• Must have a global reputation and strong personal relationships/recognition• Must be a good/clear communicator and listener, with the ability to work in multi-cultural environments.• Must have good command of the English language• Must have a strong interest in social media as a way to increase engagement and share knowledge

- Must be prepared to spend the equivalent of two days per month (on average) on journal affairs, including reviewing and submitting manuscripts and soliciting submissions from individuals
- Should have international experience (eg fellowship, faculty, or research travel)
- Should be a recognized member or officer of key national, regional, or international craniomaxillofacial associations
- Should be a team player who can collaborate to achieve goals

Responsibilities

The member of the CDC representing LAT will:

- Act as a lead for AOCMF Web Editorial Committee members from Latin America to ensure the steady input of content and ideas to the various AOCMF online channels
- Ensure that the AOCMF web presence objectives are achieved by fulfilling the duties of the AOCMF Community Development Commission
- Representing the AOCMF Community Development Commission on the AOCMF Latin America Board
- Advise the AOCMF Latin America Board on matters related to community development and online communications, and ensuring that an AOCMF Community Development update is on the agenda of the Latin America Board meeting
- Support AOCMF Community Development in the planning and organization of the Latin America region by way of:
 - Submitting a report to the AOCMF Community Development chair on discussions at the AOCMF Regional Board meetings concerning the AOCMF community (membership, communication, events, website), with a copy to the AOCMF Community Development manager
 - Voicing ideas from the region on how to improve member benefits
- Protect the interests of the e-journal
- Contribute to the AOCMF Editorial Review Board with special expertise in one of the following specialties:
 - Oral and maxillofacial surgery
 - Plastic and reconstructive surgery
 - Otolaryngology, head and neck surgery, and facial plastic surgery
 - Oculoplastic surgery
 - Neurological surgery
 - Surgery
 - Research
 - Radiology

This position also includes the following AOCMF Editorial Review Board member tasks:

- Review and submit manuscripts
- Solicit submissions from individuals in their respective specialties (plastic and reconstructive, oral and craniomaxillofacial, otolaryngology, neurosurgery, oculoplastic surgery, radiology, and research)
- Assure that the members in their respective specialties are fulfilling their roles
- Manage special assignments and duties
- Contribute editorials and discussions
- Act in compliance with the bylaws and regulations of the AO Foundation
- Comply with the AO Foundation Code of Ethics and Shared Values