

AOCMF Community Development Representative, Asia Pacific

Job description

AOCMF seeks: 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 Asia Pacific on the AOCMF Community Development Commission and will contribute to the development and management of a diverse worldwide network of surgeons in Asia Pacific. Moreover, the successful applicant will be a member of the AOCMF Editorial Review Board of the E-journal "CMTR Open", representing Asia Pacific, as well as advice on the AOCMF Asia Pacific Board. He/she 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 Asia Pacific community of experts in the field of craniomaxillofacial surgery.

Position:	AOCMF Community Development Representative, Asia Pacific
Territory:	Asia Pacific
Reporting to:	AOCMF Asia Pacific and AOCMF Community Development Chair
Term:	Three years (may run for re-election once)
Start date:	July 2019
End date:	June 2022

Requirements: General

Must:

- Be an AOCMF Member, preferably faculty
- Have a reputation and strong personal relationships/recognition globally
- Be a good/clear communicator and listener, with the ability to work in multi-cultural environments
- Good command of the English language
- Be prepared to spend the equivalent of two days per month (on average) on journal affairs (this includes reviewing manuscripts, soliciting manuscripts, submitting manuscripts, and soliciting submissions from individuals)

Desired:

- International experience (eg, fellowship, faculty, or research travel)
- Is a recognized member or officer on key national, regional, or international CMF associations
- A team player, who can work together with others to achieve goals

Responsibilities:

- To act as a lead for Editorial Review Board members from Asia Pacific, thus ensuring a steady input of content and ideas to the various AOCMF online channels
- Ensure that the objectives of the web presence of AOCMF are achieved by fulfilling the duties of the AOCMF Community Development Commission
- Represent the AOCMF Community Development Commission on the AOCMF Asia Pacific (ex officio voting member at two meetings, and at one telephone conference per year)
- Advise the AOCMF Asia Pacific on matters related to community development and online communications, and ensure that an AOCMF Community Development update is on the agenda of the Asia Pacific Board meeting
- Support AOCMF Community Development in the planning and organization of the Asia Pacific region by way of:
 - Submitting a report to the Community Development chair on discussions at the 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 benefits
- To protect the interests of the E-journal
- To contribute to the AOCMF Editorial Review Board with special expertise in one of the following specialties:
 - Oculoplastic surgery
 - Otolaryngology, head and neck surgery, and facial plastic surgery
 - Plastic and reconstructive surgery
 - Oral and maxillofacial surgery
 - Neurological surgery
 - Surgery
 - Research
 - Radiology

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

- To review and submit manuscripts
- To solicit submissions from individuals in their respective specialties (oculoplastic, plastic and reconstructive, oral and craniomaxillofacial, otolaryngology, neurosurgery, radiology, and research)
- To assure that the members in their respective specialties are fulfilling their roles
- To manage special assignments and duties
- To contribute editorials and discussions
- To act in compliance with the bylaws and regulations of the AOF
- To comply to the AO Code of Ethics and Shared values