



Job Description
Executive Vice-President
Association of University Professors of Ophthalmology

I. Overview of Position

The Executive Vice-President of the AUPO serves as its chief operating officer and is responsible for the day-to-day affairs of the Corporation. The EVP is elected to a term of service by the Board of Trustees and serves as a member of the Board, an officer of the Corporation, and a member of its Executive Committee.

II. Qualifications

The EVP must be or have been, a Chair member of the AUPO. They, by virtue of experience as a departmental chair, should have interest and skill as an administrator, educator, researcher, and clinician; all of which are essential skills and abilities necessary for the position of EVP of the AUPO.

III. Responsibilities

a. Administrative Duties

i. Reporting relationship

The EVP has a direct reporting relationship to the Board of Trustees through which the EVP receives all authority.

ii. Implementation of policies

The EVP implements and carries out all actions and policies established by the Board of Trustees, its Executive Committee, and the Standing Committees of the Corporation.

iii. Corporate office

As the chief operating officer of the Corporation, the EVP has responsibility for overseeing the operation of the corporate office.

IV. Duties

- a. Office management
 - i. Oversees management of the corporate office.
 - ii. Maintains or oversees maintenance of appropriate files and databases to allow access to documents and other information connected with the affairs of the Corporation. Such information includes but is not limited to the following: minutes of all annual, Board of Trustees, Executive Committee, and Standing Committee meetings; current membership rosters; all correspondence, business activities, financial data.
 - iii. Develops and maintains appropriate systems to enhance the operation of the corporate office.
- b. Financial Management
 - i. Manages or oversees the financial activities of the Corporation in accordance with policies established by the Board of Trustees and with the advice and counsel of the auditor, accountant, investment advisor, and Finance Committee. Such management includes the review of monthly financial statements, ongoing management of checking accounts and disbursement of cash payments as appropriate, recording of all receipts and disbursements, and initiating the annual audit, financial statements, and tax return.
- c. Legal Affairs
 - i. Relates to the Corporation's legal counsel when appropriate in regard to activities of the Corporation, such as changes in the bylaws, or the seeking of special opinions when requested to do so by the Board of Trustees, the Executive Committee, or the Chair.
- d. Organizational Support
 - i. Gives or causes notice of all meetings of the Corporation, the Board of Trustees, the Executive Committee, and other committees upon request.
 - ii. Plans, coordinates, and implements all preparations for the conduct of annual and other meetings of the Corporation and its committees including the preparation and distribution of information and reports.
 - iii. Initiates and further assists in the development of meeting agendas.
 - iv. Approves the recording, preparation, distribution and archiving of the minutes of the Annual Meeting, meetings of the Board of Trustees, the Executive Committee, and Standing Committees where staff support has been provided.
 - v. Gathers and provides resource material for the Corporation's meetings and the meetings of its committees.
- e. Liaison Support
 - i. Maintains liaison with the membership and provides resources as appropriate.

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- ii. Establishes and maintains liaison relationship with public and private organizations which support vision research.
- iii. Establishes and maintains liaison relationship with specialty and subspecialty organizations within ophthalmology.
- iv. Establishes and maintains liaison relationship with organizations in other fields of medicine having similar goals and objectives to the Corporation.
- v. Represents the Corporation at meetings of other organizations and in conjunction with other members of the Corporation where deemed appropriate.

f. Fund Raising

- i. Assists in the preparation of an ongoing effort to raise funds for the activities of the Corporation including the establishment of relationships with corporations, foundations, and individuals with a possible interest in furthering the affairs of the Corporation.
- ii. Initiates efforts where appropriate and in conjunction with designated individuals to prepare proposals and solicit outside funds on behalf of the Corporation.

g. Planning and Research

- i. In conjunction with the Strategic Planning Committee, develops and implements methods to carry out the long-range plans of the Corporation.
- ii. Initiates, suggests, promotes, as appropriate, research projects designed to add to the abilities of the Corporation in carrying out its objectives to the fullest extent and with the highest level of excellence possible.