

## ELECTED OFFICER CANDIDATE APPLICATION FORM

### **ELECTED OFFICERS** (select only one):

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Chair-Elect: One-year term\*: 10/1/21 to 09/30/22

\* Three-year time commitment as this individual advances to Chair for one year and then to Immediate Past Chair for one year.

Information Officer/Secretary: Two-year term: 10/1/21 to 9/30/23

Member-at-Large: Two-year term: 10/1/21 to 9/30/23

**Submission Deadline: Monday, August 2, 2021**

### **OFFICER APPLICATION**

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REQUIRED: Candidate Name: \_\_\_\_\_ REQUIRED: AAO-HNS Member ID: \_\_\_\_\_

REQUIRED: Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Institution/Practice/Hospital Name: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

REQUIRED: List previous involvement within the AAO-HNS:

REQUIRED: List other relevant experience:

REQUIRED: Personal statement limited to one paragraph highlighting contributions and skills pertinent to the position for which you are applying:

## CANDIDATE POSITION DUTIES

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### **Chair-Elect** (*1 position open*)

The term of office of the Chair-Elect will be one-year. The Chair-Elect will execute all duties of the Chair in the Chair's absence. In the event the Chair is unable to fulfill her term of office, the Chair-Elect will become Chair and serve the remainder of the term plus her own term. Otherwise, the Chair-Elect will become Chair at end of her term as Chair-Elect. The Chair-Elect is a voting member of the WIO GC and must be available to participate on monthly conference calls.

### **Information Officer/Secretary** (*1 position open*)

The Information Officer/Secretary, with the assistance of Academy staff, is responsible for the record keeping for section activity, and the establishment and maintenance of section communications. The Information Officer/Secretary shall serve on the Communications Committee. The term of office of the Information Officer will be two (2) years. The Information Officer/Secretary is a voting member of the WIO GC and must be available to participate on monthly conference calls.

### **Member-at-Large** (*1 position open*)

The two Members-at-Large serve as liaisons between the WIO Section and such other organizations as the GC deems appropriate. The Members-at-Large, with the assistance of the WIO Section Program Committee, will coordinate the planning for the Annual and Spring Meetings. The Members-at-Large may also be asked to perform additional tasks as assigned by the Chair. The Members-at-Large are voting members of the WIO GC and must be available to participate on monthly conference calls. The term of office of the Members-at-Large will be two years, with staggered terms such that one is elected each year.