Committee Listing, Responsibilities & Descriptions

AAO Board of Directors

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
A board member must be energetic, thoughtful, considerate of other opinions, and knowledgeable of the workings of the Academy. Understanding the academic, research and clinical aspects of optometry is also important. Finally, good judgement in the areas of finances and budgets is essential.

An estimate of the time commitment (hours per week or month):
The time commitment varies thought the year but I would estimate 2 hours per week and then add in 4 in person meetings per year, the entire Academy annual meeting and monthly 90 minute board calls.

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
We meet monthly by ZOOM and intersperse that with 4 in person meetings per year. The board remains in place throughout the entire week of the annual meeting.

The extent of the obligations at the Annual Meeting:
During the annual meeting there are many events that require board presence. All of the major events such as the Plenary, awards, business meeting, the gala and greeting new Fellows are attended by the board. We divide other meetings up among us.

AAOF Board of Directors

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
general knowledge of optometry and the AAO; general knowledge of activities/awards provided by the Foundation; an ability to speak to people; some openness to asking people for money; some basic working knowledge of finance and board operations helpful but not required

An estimate of the time commitment (hours per week or month):
2-6 hours per month

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
in-person meeting (half to full day) in fall at/around AAO meeting and typically 1 other date (e.g. spring). Monthly board calls (1-2 hours). Some time for stewardship/development (variable, typically < 1 hour/month).

The extent of the obligations at the Annual Meeting:
in-person meeting (half to full day) at/around the AAO meeting; evening reception (~2 hours, usually Wednesday); Celebration Luncheon (~2 hours, usually Saturday lunch); possibly brief amount of time for stewardship/development throughout meeting
Admittance Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- Ideally members of the admittance committee are residency trained optometrists with clinical expertise in ocular disease, contact lenses, low vision, or binocular vision/pediatrics.
- Admittance committee volunteers must be able to critically evaluate the ophthalmic literature and peer review experience is a plus.

An estimate of the time commitment (hours per week or month):

- Admittance committee volunteers are typically working with 20 active candidates per year. The volunteers are responsible for evaluating all written work (case reports, papers, posters) of the candidates in their region. Each volunteer works in a subcommittee with 2 other volunteers. Workload can be heavy during candidate written work deadlines (February 1, April 1, May 15, July 15)

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- Almost all admittance committee work and communication is done via email and the candidate portal on the Academy's website throughout the year. The admittance committee only meets in person during the annual meeting.

The extent of the obligations at the Annual Meeting:

- The admittance committee is responsible for giving candidates an oral examination in which they defend their written work during the annual meeting. This takes one entire day of the annual meeting (typically Thursday) 7am-6pm. The subcommittee chairs also meet with the National Chair and National Vice Chair for one hour the evening prior to the day of oral examinations.

Awards Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

The four at-large members of this committee should have experience with the Academy and be objective in their assessments of nominees.

An estimate of the time commitment (hours per week or month):

Per year - 8 hours of reviewing nominations and two hours of conference call. At annual meeting, 2 hours for awards ceremony.

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

Once annual video conference.

The extent of the obligations at the Annual Meeting:

Attend awards ceremony, host an awardee.
Chapters Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- I believe communication skills and knowledge of how to run a successful state chapter are likely the 2 most important qualities.
- In addition, knowing the resources and appropriate contact people within the Academy in order to direct Chapters in time of inquiry can be helpful.
- Lastly, although not mandatory, I think social media experience may be important to guide chapters on event promotions

An estimate of the time commitment (hours per week or month):

- Approx. 5 to 10 hours per month

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- Conference calls when needed. This typically means before, during and after AAOpt annual meeting. Otherwise, I only request for group meeting when there are tasks can’t be completely by the Chair

The extent of the obligations at the Annual Meeting:

- Assist Kayla in getting RSVP/headcount for Chapter President Luncheon, preparing Chapter Exec before Luncheon to ensure they have info/update to bring for discussion, prepare Luncheon meeting agenda, conduct luncheon meeting on Friday at AAOpt, meet with Chapter representatives or perspective chapter members who have questions or who require assistance/guidance, prepare post-luncheon report/minutes, gather post-meeting info/updates for State chapters as per dictated by Luncheon discussion

Communications Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- Responsive to emails as most requests require a quick turnaround time.
- Comfortable being interviewed and with public speaking.
- Regularly read peer-reviewed journals, with experience reviewing journal articles.

An estimate of the time commitment (hours per week or month):

Most months the commitment would be 1-2 hours to answer general interview requests, review literature for addition to the website, and other tasks as needed. Based on assignments, there will be 1-2 months where more time is invested to work on the News Brief (searching for articles in particular subject areas, reviewing article write-ups, etc.) or review Press Conference applications.
A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
The Communications Committee meets quarterly, with three meetings conducted over Zoom and one in person meeting at the Academy annual meeting. Email communication is sporadic as needed.

The extent of the obligations at the Annual Meeting:
The Communications Committee is responsible for the annual Press Conference on Wednesday morning. The Press Conference is moderated by the Press Conference Chair from the Communications Committee. There is also an in-person committee meeting on Thursday.

Corporate Relations Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
The Corporate Relations Committee is responsible for identifying strategic corporate partners, developing and executing annual corporate giving initiatives, and raising revenues through exhibit space and sponsorships.

An estimate of the time commitment (hours per week or month):
2 hours or less per month

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
In person (3) times a year at SECO, AOA and Academy. Quarterly conference calls (30-min)

The extent of the obligations at the Annual Meeting:
(1) group meeting with Industry Partners; (1) committee meeting

Ethics Committee:

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
- High moral caliber (attested to by colleagues/co-workers)
- Communication skills
- Knowledge of AAO structure and governance as well as familiarity with AAO Fellowship
- Standards
- Experience working in a leadership capacity is helpful

An estimate of the time commitment (hours per week or month):
- No recurring time commitment
- The charge of the Ethics Committee is to review ethical issues that arise related to AAO members. Although the Ethics Committee is a standing committee of the Academy, it meets on an ad hoc basis and is called to order to evaluate complaints when raised
A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- In recent years, the number of issues raised averages only one per year
- Recent issues have required 2-3 hour-long conference calls to reach consensus

The extent of the obligations at the Annual Meeting:
- None

Faculty Student Liaison Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
- A member of the FSL would ideally be an engaged faculty member who is highly involved with the on-campus Student Chapter of the American Academy of Optometry. Many times, this person is also the student chapter’s Faculty Advisor/Mentor (but can vary by school). We also engage a student representative from each school - it is typically the student chapter president or a representative of the chapter who is highly involved in its affairs

An estimate of the time commitment (hours per week or month):
- The time commitment is approximately 1 hour per month, with time concentrated around the annual meeting

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- We meet yearly at the Annual Meeting. The committee Chair, Vice Chair, AAO Staff Liaison and Board Liaison communicate monthly via email; when necessary, email is used for communication of documents and queries among the entire committee (an estimate would be quarterly, but is dependent on the topics at hand). Much of this communication to the entire committee is handled by the AAO Staff Liaison (currently Kayla Ritten)

The extent of the obligations at the Annual Meeting:
- Members are expected to attend a 90 minute in-person meeting held during the Friday of the Annual Meeting (typically held 6:30-8:00a local time on the Friday of the Meeting) – Faculty Student Liaison Committee

Leadership Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
- It’s essential that members of the committee are familiar with the Leadership courses.
- Anyone considering involvement in this committee should have completed Fundamentals I and II.
- Experience as a member of the faculty for the leadership course would be preferred.
Members should have a passion for helping others reach their full potential.

**An estimate of the time commitment (hours per week or month):**
- Time commitment is somewhat variable over the course of the year. There may be several months during the year when no time is required. On average, I would estimate that members are contributing approximately 1-2 hours/month.

**A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)**
- Quarterly conference calls
- E-mail correspondence throughout the year

**The extent of the obligations at the Annual Meeting:**
- Committee members should plan to attend as many of the Leadership workshops as possible (Fundamentals 1, Fundamentals II, and Intermediate Workshop). Additionally, committee members should plan to attend our “Breakfast with the Board” event on Thursday morning.

**Lectures and Workshops**

**The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.**
- An in-depth knowledge of evidence-based standards of care
- The ability to critically evaluate written abstracts and oral presentations
- Good interpersonal skills to successfully communicate to presenters, attendees, staff, and onsite temp workers.

**An estimate of the time commitment (hours per week or month):**
- Minimal during most of the year (1-2 conference calls per year)
- Heavy during February (40-50 hours reviewing)
- Multiple day in-person meeting in March

**A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)**
- Individual review of course submissions is done remotely on personal time
- March in-person course selection meeting held Tuesday evening through Friday afternoon onsite at the venue of the upcoming annual meeting

**The extent of the obligations at the Annual Meeting:**
- Work approximately 30 hours throughout the meeting
- Work 6 of the 8 half days during the meeting (Wed morning & afternoon, Thurs morning & afternoon, Fri morning & afternoon, Sat morning & afternoon)
Maintenance of Fellowship

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- A firm understanding of evidence based medicine, research background, ability to be a team player, ideal candidate has a background in academia.

An estimate of the time commitment (hours per week or month):

1 h/mo (variable)

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- Group meeting annually at AAO meeting, emails etc on need based schedule

The extent of the obligations at the Annual Meeting:

- Group meeting annually at AAO meeting

Membership Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- Responsive (to e-mails), enthusiastic, willing to creatively think through communicating to various populations, team player, able to meet deadlines, good problem solver.

An estimate of the time commitment (hours per week or month):

1-4 hours per month, on average, depending on how robust the initiative is that they are working on. Some months may be near 1, some (as we near Academy) may require 4+.

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- Quarterly calls, with follow-up e-mails in between, in-person retreats once every 5 years or so, in-person meetings every year at Academy.

The extent of the obligations at the Annual Meeting:

- We have an annual committee luncheon for 1.5 hours. In addition, members are asked to sign up for various activities - Resident’s Day luncheon, attending poster sessions, Student Networking Luncheon, etc. On average, members attend 3 hours worth of events outside of the committee luncheon, for approximately 4.5 hours of obligation at the annual meeting.

Nominating Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- Interpersonal communication skills, including consensus building
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- Discretion and respect for confidentiality
- Impartiality/objectivity
- Some level of experience in the AAO and the profession
- Awareness of the AAO structure and volunteer community
- Understanding of the strategic direction of the AAO (note: interviews with Board/Executive Director)
- Commitment to the Nominating Committee as first priority for the annual meeting, particularly in election years.

**An estimate of the time commitment (hours per week or month):**

- Minimal on a year-round basis
- Non-election year: 1-2 hours a week in month prior annual meeting
- Election year: 1-2 hours a week from spring until annual meeting

**A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)**

- Non-election year:
  - Orientation (email and/or conference call)
  - Pre-annual meeting planning (email and/or conference call)
- Election Year:
  - Identify suitable candidates and gauge their interest
  - Upon review of candidates’ CV, letter of intent, and letter(s) of recommendation, select candidates for interviews at annual meeting (Conference call, materials received in advance)
  - Pre-annual meeting planning (email and/or conference call)

**The extent of the obligations at the Annual Meeting:**

- Non-election year: Individual meetings with Executive Director and Board) all day Wednesday, excluding Plenary session
- Election year:
  - Individual meetings with Executive Director, Board, and Candidates all day Wednesday (excluding Plenary session) and Thursday
  - Attend business meeting(s)
  - Administer elections if contested elections

**OVS Editorial Board**

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

Candidates should have a record of previous service to the journal as both authors and reviewers.

Editorial board members should have direct prior experience with scientific peer-review and publication of scientific articles.

They should also have familiarity with the journal, Åô's instructions for authors.
Prospective board members should be familiar with ethical conduct in scientific publishing including: conflicts of interest, plagiarism, authorship requirements, scientific misconduct, and related issues.

**An estimate of the time commitment (hours per week or month):**
Board members may commit 10 hours per month or more in service to the journal.

Board appointments are 3 years in duration and members may be reappointed for a second term for a total of 6 consecutive years of service on the Editorial Board.

**A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)**
The Editorial Board meets each year at the annual meeting. Other board meetings, communications, and interactions are typically via email, or conference calls on an ad hoc basis.

**The extent of the obligations at the Annual Meeting:**
Editorial Board members are expected to attend the annual board meeting and participate in educational events related to the following activities:

- General education regarding the journal and academic publishing

- Dissemination of information for prospective authors on feature issues and any active calls for special topics.

- Participation in scientific poster and paper sessions to review and engage prospectively with future authors.

**Research Committee**

**The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.**
This committee will review a number of different grant applications sponsored by the AAOF/AAO, including grant mechanisms such as Ezell Fellowship awards, the Career Development Award, the Clinical Research Award, BSK Grants, and ARVO Student Travel Fellowships. Specific award mechanisms may change from time to time. The applications for these awards are variable in complexity and typically require review of research methods, research training, project potential, and applicant recommendations. Therefore, a good working knowledge of research methods, issues surrounding research training and potential for success, etc., are typically required. The committee has diverse membership, including basic scientists and clinicians. The committee attempts to have membership with varying areas of expertise such contact lenses and corneal disease, retinal disease, glaucoma, myopia, pediatrics/binocular vision, etc. Individual assignments on the committee will often depend on background and areas of expertise.

**An estimate of the time commitment (hours per week or month):**
Variable depending on time of year and having a leadership position on the committee. There is a winter/spring committee meeting that requires travel for a full day of meetings to plan for the upcoming
year's activity. During certain times of the year, e.g., when the various grant applications/mechanisms are ready for review, many hours of work may be required. Depending on individual assignments and leadership commitment on the committee, at least a few months out of the year may require more than 20 hours of work per month. There is division of labor on this committee. Therefore, depending on grant mechanisms needing review and individual responsibilities, some committee members will be very busy while others are not.

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
There is an annual Research Committee planning meeting that occurs sometime during the winter/spring, most likely during February or March. This meeting requires travel and lasts a full day. Apart from this face-to-face meeting, communication usually occurs via email or teleconference. Teleconferences are scheduled as needed depending on needs. Apart from the face-to-face meeting, teleconferences may be held two or three times per year. Teleconferences may require participation by all or just a portion of the committee membership depending on topics of discussion. Email communication may be daily, weekly, or monthly depending on the time of year and specific activities.

The extent of the obligations at the Annual Meeting:
Annual meeting obligations vary depending on individual assignments and leadership position on the committee. A few members will participate in planning for the "Ezell Fellows Speak" program held each year at the annual meeting. The Research Committee meets as a group at the annual Academy meeting if needed. Research Committee members are encouraged to attend certain programs such as the "Ezell Fellows Speak" program and the AAOF Luncheon, depending on individual availability and role on the committee.

Residents Day Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.
- Case report and editorial review skills

An estimate of the time commitment (hours per week or month):
- Minimal throughout the year
- 8-12 hours over a 10-day span in late August to early September to review and score submissions

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)
- There are no meetings
- Everything is communicated via emails mostly occurring during late August through early September submission review and scoring period

The extent of the obligations at the Annual Meeting:
- Each member is encouraged to sit in on portion of the paper sessions on Saturday morning
- The Chair is typically there the whole time and helps facilitate the running of the paper session
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- Members are also encouraged to attend a portion of the Residents Day Posters on Saturday.

Scientific Program Committee

The specific skillset, knowledgebase, or experience that a member ideally possesses to be successful on your committee.

- Scientific or clinical expertise
- Ability to critically evaluate scientific or clinically based abstracts
- Knowledge of the literature in your expertise area

An estimate of the time commitment (hours per week or month):

- Minimal throughout the year
- Heavy 20+ hours over a short span in early June during submission review period
- In-person 3-day meeting in late June to early July

A description of how many times and how your group meets (weekly emails, monthly videoconferences, quarterly conference calls, in-person retreats, etc)

- Periodic conference calls or video conferences
- In-person 3-day meeting in late June to early July when final accept/reject decisions are made and scientific program is scheduled

The extent of the obligations at the Annual Meeting:

- Pre-meeting meeting on Tuesday night (1-2 hours)
- Primary reviewers of specific paper sessions must be attendance (~1-2 paper sessions/day)
- Thursday evening poster session (2 hours)
- Encouraged attendance during author presentation times for Friday posters (2 hours)