



AAO Board of Directors

General Description:

The Academy's Board of Directors sets the strategic direction of the organization and is responsible for the fiduciary and legal responsibilities of the organization overall.

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

- Extensive knowledge of the Academy and usually have held leadership positions within its volunteer structure
- Track record of significant leadership contributions to the profession
- A global perspective of the roles the Academy plays in the healthcare, research, and education environments
- The ability to exercise good judgment in the areas of finances and budgets
- The ability to contribute significant time and be responsive to communications
- The willingness to travel and represent the Academy to strategic partners

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

- The time commitment varies throughout the year but is estimate 2-4 hours per week
- One monthly 90-minute telephone/video conference per month
- One in-person meeting per quarter
- Travel as needed to represent the Academy
- Approximately 25 telephone/video conferences a year in role as committee/organization liaison
- Significant obligations throughout the entire Annual Meeting

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

- Monthly video conferences
- Between video conferences, most communications are by email

The extent of the obligations at the Annual Meeting:

- Obligations during the Annual Meeting are extensive
- Required attendance of major events such as the Plenary Session, Awards Program, and Gala
- Attendance at other events are divided among the board



AAOF Board of Directors

General Description:

The American Academy of Optometry Foundation's Board of Directors sets the strategic direction of the organization and is responsible for the fiduciary and legal responsibilities of the organization overall.

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

- Knowledge of the optometry and the role the Academy plays in the profession
- Knowledge of activities and awards supported by the Foundation
- Ability to effectively communicate with people and ask for monetary donations
- Basic working knowledge of finance and board operations is 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.):

- One in-person meeting (half to full day) in fall at/around Annual Meeting
- One in-person meeting typically in the spring
- Monthly board telephone/video conferences (1-2 hours).
- Minimal time for stewardship/development (variable, typically < 1 hour/month).

The extent of the obligations at the Annual Meeting:

- One meeting (half to full day)
- Evening reception (~2 hours, usually Wednesday)
- Celebration Luncheon (~2 hours, usually Saturday lunch)
- Brief amount of time for stewardship/development throughout meeting



Admittance Committee

General Description:

The Admittance Committee works directly with Candidates for Fellowship, and develops and implements the procedures that must be followed for Candidates to be admitted as Fellows of the American Academy of Optometry

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

- Expertise in major clinical areas including ocular disease, contact lenses, low vision, or binocular vision/pediatrics.
- Ability to critically evaluate the ophthalmic literature
- Prior experience as a peer reviewer, especially of case reports is beneficial

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

- Typically managing with 20 active candidates per year
- Responsible for evaluating all written work (case reports, papers, posters) of the candidates
- Workload is 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 committee work and communication are done by email and the candidate portal on the Academy's website throughout the year.
- The committee only meets in person once during the annual meeting

The extent of the obligations at the Annual Meeting:

- Responsible for giving candidates an oral examination in which they defend their written work
- Oral examinations occur during one full day (7:00 AM – 6:00 PM), typically on Thursday
- Subcommittee chairs meet with the National Chair and National Vice Chair for one hour the evening prior to the day of oral examinations



Awards Committee

General Description:

This committee encourages nominations for various Academy awards starting at the annual meeting and then in early June reviews applications and selects awardees. The Chair of this committee works with staff on the organization and timing of the events at the Awards Program. For the rest of the committee the workload is centered around reviewing the nominees' qualifications and selecting the winners.

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

- Experience with the Academy
- Ability to be objective in their assessments of nominees

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

- 8 hours per year of reviewing nominations and a two hour of telephone/video conference
- 2-hour awards ceremony at 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.):

- One annual telephone/video conference

The extent of the obligations at the Annual Meeting:

- Attend awards ceremony
- Host an awardee at the awards ceremony



Chapters Committee

General Description:

The Chapters committee is comprised of Presidents from each Academy local chapter. Chapters provide continuing education and other resources for Academy Fellows throughout the year on a state level.

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

- Communication skills
- Knowledge of how to run a successful state chapter is beneficial
- Knowledge of Academy resources and appropriate staff in order to direct Chapters in time of inquiry is helpful
- 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, typically before, during and after the Annual Meeting

The extent of the obligations at the Annual Meeting:

- Assist Staff with getting RSVP/headcount for Chapter President Luncheon
- Preparing Chapter Executives before Luncheon to ensure they have info/update to bring for discussion
- Prepare Luncheon meeting agenda
- Conduct luncheon meeting on Friday at Annual Meeting
- Meet with Chapter representatives or perspective chapter members who have questions or who require assistance/guidance,
- Prepare post-luncheon report/minutes



Communications Committee

General Description:

The Communications Committee establishes priorities for communication of the Academy's various activities, responds to requests from the press, and plans and carries out the Academy's annual Press Conference at the annual meeting.

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

- Being very responsive to emails as most requests require a quick turnaround time.
- Comfort with being interviewed and with public speaking.
- Familiarity with peer-reviewed literature and experience reviewing journal articles

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

- 1-2 hours most months 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.):

- Committee meets quarterly, with three meetings conducted over Zoom and one in person meeting at the Annual Meeting.
- Email communication is sporadic as needed.

The extent of the obligations at the Annual Meeting:

- 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
- In person committee meeting on Thursday



Corporate Relations Committee

General Description:

The committee works with staff to solicit exhibiting companies, organize and manage the annual meeting exhibit hall.

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

- Ability to identifying strategic corporate partners
- Communication skills required to raise 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.):

- Meet in person three times a year at SECO, AOA and Annual Meeting
- Quarterly 30-minute conference calls

The extent of the obligations at the Annual Meeting:

- One group meeting with Industry Partners
- One committee meeting



Ethics Committee:

General Description:

The Ethics Committee reviews ethical issues that arise related to Academy members.

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 Academy structure and governance as well as familiarity with Academy 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

General Description:

The Faculty-Student Liaison Committee is comprised of a faculty liaison representative from each school and college of optometry in the United States and Canada. The liaison assists in distributing information about the Academy and its programs to students and other faculty members at their institutions.

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

- Ideally, members are individuals who are engaged faculty members, highly involved with the on-campus Academy Student Chapter
- Often members are also the student chapter's Faculty Advisor/Mentor (but can vary by school)
- Effective communication skills and ability to engage student representatives from each school

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

- 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.):

- One in person meeting at the Annual Meeting
- The committee Chair, Vice Chair, AAO Staff Liaison and Board Liaison communicate monthly and when necessary via email
- Much of this communication to the entire committee is handled by the AAO Staff Liaison

The extent of the obligations at the Annual Meeting:

- Members are expected to attend a 90 minute in-person meeting held during the
- Annual Meeting (typically held early Friday morning)



Leadership Committee

General Description:

The Leadership Committee develops and implements the Academy's "Merton C. Flom Leadership InSight™" program at the annual meeting. The program is designed to improve and/or develop leadership skills in those who attend the program.

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

- Familiarity with the Academy Leadership courses
- 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, 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 attend as many of the Leadership workshops as possible (Fundamentals 1, Fundamentals II, and Intermediate Workshop)
- Committee members should plan to attend our "Breakfast with the Board" event on Thursday morning



Lectures and Workshops Committee

General Description:

This committee solicits, selects and organizes the COPE-approved CE portion of the meeting. At the annual meeting, the committee ensures that the program runs smoothly, including room logistics, CE tracking and speaker management.

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 Committee

General Description:

The Maintenance of Fellowship Committee develops and implements the procedures that must be followed to evaluate if a Fellow has met the requirements for renewal.

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

- Communication skills
- A firm understanding of evidence-based medicine
- A research background is beneficial
- A background in academia is beneficial

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

- Time commitment is variable, but approximately 1 hour/month

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

- Committee meets annually at the Annual Meeting
- Emails throughout the year

The extent of the obligations at the Annual Meeting:

- One committee meeting



Membership Committee

General Description:

The Membership Committee develops and implements a plan to increase membership in all active professional categories of the Academy (practitioners, scientists, educators, and administrators)

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

- Ability to be responsive to e-mails
- Enthusiasm
- Willingness to creatively think through communicating to various populations

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

- On average 1-4 hours per month
- In times surrounding the Annual Meeting, can increase up to 4 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.):

- Quarterly telephone/video conferences
- Follow-up e-mails throughout the year
- One in-person meeting at the Annual Meeting
- In-person retreats approximately every 5 years

The extent of the obligations at the Annual Meeting:

- 1.5-hour committee luncheon
- Committee members share responsibility of attending other events (Resident's Day luncheon, poster sessions, Student Networking Luncheon, etc.). Total commitment of approximately 4 hours



Nominating Committee

General Description:

The Nominating Committee nominates individuals to serve on the Board of Directors and evaluates the performance of current board members

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

- Interpersonal communication skills, including consensus building
- Discretion and respect for confidentiality
- Impartiality/objectivity
- Some level of experience in the Academy and the optometric profession
- Awareness of the Academy and its volunteer structure
- An understanding of the strategic direction of the Academy
- Commitment to the Nominating Committee as priority at 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: 1. Orientation (email and/or conference call), 2. Pre-annual meeting planning (email and/or conference call)
- Election Year: 1. Identify suitable candidates and gauge their interest, 2. 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), 3. 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: 1. Individual meetings with Executive Director, Board, and Candidates all day Wednesday (excluding Plenary session) and Thursday, 2. Attend business meeting(s), 3. Administer elections if contested elections



OVS Editorial Board

General Description:

The Editorial Board of *Optometry and Vision Science* reviews issues related to the journal with the goal to publish the best scientific and clinical information in the profession.

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
- Members should have familiarity with the journal 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 one meeting
- Participate in educational events related to the following activities: 1. General education regarding the journal and academic publishing, 2. Dissemination of information for prospective authors on feature issues and any active calls for special topics, 3. Participation in scientific poster and paper sessions to review and engage prospectively with future authors.

Research Committee

General Description:

The Research Committee focuses on the scientific aspects of the Academy's mission. They design and organize the Hirsch Research Symposium and the Ezell Fellows Present Symposium, held at the Annual Meeting. They run the biannual "Summer Research Symposium" to generate ideas for multi-center trials in optometry. They review the Career Development and Clinical Research Award submissions. They oversee selection of student travel awardees for ARVO and oversee selection of the various grants from industry, administered by the AAOF. They oversee selection of Ezell Fellows for the AAOF.

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

- A research background to allow for the review of different grant applications sponsored by the AAOF/AAO
- An understanding of research methods, research training, and project potential
- Committee has diverse membership, including basic scientists and clinicians
- 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.
- 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

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 in-person, full-day annual Research Committee planning meeting that occurs sometime during the winter/spring
- Communication throughout the year via email or teleconference two or three times per year

The extent of the obligations at the Annual Meeting:

- The Research Committee meets as a group at the Annual meeting
- Other 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



- 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

Resident's Day Program Committee

General Description:

The Residents Day Committee reviews abstracts, selects and rejects abstracts for the Residents Day program which includes both papers and posters. The committee also reviews the Resident Travel Fellowship applications. The Residents Day Program gives current residents the opportunity to participate in the Annual Meeting, since they start their residencies after the Scientific Program submission window is already closed.

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 entire day and helps facilitate the running of the paper session
- Members are also encouraged to attend a portion of the Residents Day Posters on Saturday



Scientific Program Committee:

General Description:

This committee reviews abstracts, selects and rejects abstracts for papers and posters, organizing them into a program and integrating this into the plan of the annual meeting overall. They manage the paper and poster sessions during the annual meeting. They review the Student Travel Fellowships to the Academy meeting.

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)