

## **American Head & Neck Society Committee Objectives**

All committee chairs will present biannual reports to Council (through their assigned Executive Committee member) on progress, updates, task lists and most active committee members. This will be due September 1<sup>st</sup> and March 1<sup>st</sup> of each year.

### Ad Hoc Young Members Committee

1. Identify and help address issues that are unique and important to young AHNS members
2. Create a forum for intercommunication and mentorship for fellows and AHNS members in their early career
3. Hold annual networking and career development events geared towards young members at the AHNS meetings
4. Foster communication between the AHNS executive counsel, senior leadership and the young members to improve understanding of the issues and roles that each group possesses

### Advanced Training Council

1. Evaluate oncologic head and neck surgery fellowship programs and make accreditation recommendations to the AHNS Council
2. Make recommendations concerning what constitutes adequate training in head & neck oncology surgery
3. Help coordinate the fellowship application and match process for the society
4. Conduct site visits and submit reports for approval by Council
5. Review guidelines that affect head and neck surgery training

### Awards Committee

1. Evaluate manuscripts submitted for awards to be given at the annual meeting
2. Determine award recipients
3. Collaborate with the Program Committee to ensure that award-winning papers are given podium time for oral presentations at the annual meeting

### CME Compliance & Measurement Committee

1. Measure impact of AHNS' activities on competence, performance and patient outcomes.
2. Work with moderators and chairs of the upcoming annual meeting, and the CME Compliance Committee to design a meeting evaluation post form, as well as a follow up survey.
3. Work with moderators and chairs to utilize the Audience Response System, if necessary.
4. Assess opportunities for income generating online educational modules that are CME accredited for members after the meeting
5. Review the AHNS educational programs and work to improve their quality
6. Review any potential financial conflict of interest of members of the Program Committee, Program Chairs, faculty, and presenters prior to the annual meeting
7. Assist with the review process for re-accreditation

### Constitution & Bylaws Committee

1. Recommend edits, deletions and/or additions of the By-Laws to the Council

### Credentials Committee

1. Evaluate applications for AHNS membership
2. Advise the Executive Council on the credentials of candidates for membership
3. Approve candidates in each of the categories
4. Develop retention and recruitment initiatives
5. Consider new opportunities for trainees, allied health consultants and survivor members

### Development Committee

1. Maintain database of potential companies and contacts to approach for support
2. Maintain list of medications, instruments, equipment and technology related to head and neck oncology.
3. Assess the relevance of the AHNS mission to each company's corporate goals
4. Identify corporations or potential industry partners whose goals are aligned with specific science or educational venues planned for each meeting
5. Connect staff with their personal company contacts. These contacts may be industry representatives with whom they have a relationship or fellow AHNS members who may have a particular expertise or a strong relationship with a company
6. Assist staff in reaching contacts, and/or getting responses from contacts
7. Be available to participate in meetings with industry at AHNS or other meetings
8. Be available to walk the floor of exhibit halls at meetings to promote the AHNS
9. Be an advocate to fellow members to identify and/or participate in fundraising efforts
10. Be responsive to staff requests for information, especially as it pertains to what role a company's product plays in head and neck surgery
11. Advocate for the mission of the AHNS Foundation through fostering industry relationships, AHNS member relationships and those of appropriate individuals such as grateful patients. Educate both industry contacts and AHNS members as to the differences between the missions and goals of the AHNS Foundation vs. the Society.

### Diversity Task Force

1. Recruitment-Identify potential candidates from under-represented groups while still in residency or medical school and provide information about our specialty/society to engage individuals earlier in their career trajectory- e.g. Harry Barnes Society, National Medical Association
2. Promote Research- e.g. Health Disparities
3. Program Planning for AHNS meetings- e.g. Unconscious bias
4. Career development/mentoring
5. Engaging individuals in service to AHNS to enable advancement to leadership positions

### Education Committee

1. Regular drafting and posting of articles, guidelines, consensus statements to the AHNS website
2. Research the best existing literature on the topics of oral cancer, oropharyngeal cancer and laryngeal cancer – create two types of web content on these three cancers – one for doctors and one for the general public/patients and upload two topics annually that are updated every three years with rotating authorship
  - a. See formal guidelines and task list for details
  - b. Prepare update and show webpage for council biannually
3. Collaborate with the AAO on the Sisson Symposium – select the curriculum and faculty, and arrange for food & beverage at the event
4. Develop a mini-seminar for the AHNS Annual Meeting

### Endocrine Section

1. Foster interaction with other societies and organizations working with endocrine disorders.
2. Establish liaison physician to ATA, AAES, others?
3. Review endocrine related training issues with ATC annually

### Ethics & Professionalism Committee

1. Review, evaluate and recommend suggested changes to the AHNS ethics and professionalism code
2. Meet as necessary (or when directed by the President) to discuss and offer council for specific ethical issues that involve the Society or its members
3. Review suggested revisions to the Code for Interaction with Companies and submit final for approval to Council

### Finance Committee

1. Audit AHNS financial records and review investments to report at the annual business meeting.
2. Review the Treasurer's financial reports prior to their presentation to the Council
3. Participate on discussions regarding the budget
4. Help draft message to members regarding reasons for increasing membership dues

### Head & Neck Reconstructive Committee

1. Encourage reconstructive-related contributions to the annual meeting
2. Foster interaction with other organizations interested in head and neck reconstruction or plastic surgery
3. Hold mini-seminars at the AAO and participate in any panels at the AHNS Annual Meeting
4. Develop annual web-based educational model for physicians and patients and submit to education committee annually
5. Review reconstruction related training issues with ATC annually

### History Committee

1. Preserve the history of the society through interviews with past leaders, researching and organizing past records
2. Augment and promote the historical content on the AHNS website

### Humanitarian Committee

1. Coordinate the efforts for doctors who wish to volunteer abroad
2. Develop web-based listing and links for humanitarian opportunities and organizations worldwide
3. Identify underdeveloped countries and assess the role of reduced membership fees for potential members who participate with AHNS in humanitarian efforts

### Nominating Committee

1. Prepare the annual slate of officers for voting at the annual meeting
2. Slate includes three members-at-large of the Council, two Nominating Committee members, one Subspecialty Advisory Council (SSAC) of the AAO-HNS representative (when necessary), the Foundation Chair (when necessary) and one Finance Committee member

### Prevention & Early Detection Committee

1. Develop and participate in other head and neck cancer early detection/prevention programs

2. Collaborate with related national and international organizations concerned with early detection and prevention(USPSTF, Head and Neck Cancer Alliance, Oral Cancer Foundation, AAOHNS, etc)
3. Coordinate awards and grants given to programs in recognition of prevention/early detection advancements
4. Provide annual educational topic to website and education committee for patients and physicians
5. Actively pursue and provide media contacts with information on prevention and early detection

#### Program Committee

1. Review abstracts in preparation for the meeting
2. Coordinate and serve as a tour leader and discussant at annual meeting poster sessions
3. Serve as moderators for oral sessions at meeting
4. Identify opportunities for internet, wireless and electronic presentations at and beyond the annual meeting.

#### Publications Committee

1. Assure manuscript submission to the official AHNS journal prior to presentation at the annual meeting, when applicable
2. Facilitate expedient peer review of submitted manuscripts and timely publication of the proceedings of the annual meeting in a dedicated issue of the journal
3. Review contracts with journals on 3-5 year schedule
4. Prepare and submit content for advertisements in official journal related to education and training associated with AHNS

#### Quality of Care Committee

1. Standardize quality of care standards for patients with head and neck neoplasms and prepare guidelines, consensus statements and position statements available on the website and publish in appropriate journals
2. Disseminate these set standards to the AHNS membership and promote compliance to them
3. Represent AHNS at AAOHNS GDTF and other head and neck medical societies concerned with quality of care standards
4. Collaborate with the AAO regarding NSQIP and the AAO-HNS Quality Initiative

#### Research Committee

1. Encourage head and neck oncology research
2. Encourage the design and implementation of new research protocols
3. Review applications for research grants and recommend new opportunities to obtain and distribute research funding
4. Review applications through the CORE and submit recommendations of award winners to Council

#### Survivorship Committee

1. Development of evidence-based recommendations and guidelines for head and neck cancer survivorship care.
2. Developing and maintaining web-based resources for physicians and patients that pertain to survivorship.

3. Promoting research in survivorship.
  - a. The task force would identify areas of interest and need for research in survivorship-related issues.
  - b. The task force would develop collaborative clinical studies in these areas with the goal of peer-reviewed publication.
  - c. The task force would also seek to identify individuals and projects worthy of AHNS grant funding via the currently existing CORE grant structure.
  - d. Assess opportunities for online donations from survivors to generate funding for future research grants
4. Determine options for engaging survivors as members of AHNS

#### Training Accreditation and Credentialing Task Force (TAC)

1. The task force will review the current status of our Fellowship Training Programs, and will make recommendations to the Executive Committee regarding curriculum and assessment tools of trainees and programs
2. The task force will review and present recommendations to the Executive Committee about the option of pursuing ACGME accreditation of training programs in Advanced Head and Neck Oncologic Surgery
3. The task force will review and present recommendations to the Executive Committee about the option of pursuing Board Certification of individuals that completed ACGME training programs in Advanced Head and Neck Oncologic Surgery
4. The task force will explore strategic options for promoting our discipline of Advanced Head and Neck Oncologic Surgery to the public for Oto-HNS, General Surgeons, Plastic and Reconstruction Surgeons, and Oral surgeons who completed ATC approved fellowships. Options include but are not limited to 1) certification of guidelines, 2) Web and Social Media campaigns
5. The task force will explore opportunities to provide the highest possible evidence of quality of practitioners of Advanced Head and Neck Oncologic Surgery through collaboration with the Regent ENT Clinical Registry

#### Website Committee

1. Revise and update the AHNS website to ensure the most current and accurate information and to facilitate usability
2. Create searchable member profile system
3. Continuously update links to allied organizations, patient education and support and social media programs
4. Assign Website Director of social media including:
  - a. Facebook
  - b. Twitter
  - c. Inspire
  - d. Others

#### Women in HNS Committee

1. To assess opportunities available to support women head and neck surgeons from training to their professional development.
2. To design and implement programming that empowers women head and neck surgeons in their pursuit of personal and professional success.
3. To promote and facilitate interaction among women head and neck surgeons.