



## **American Head & Neck Society Charges**

### ***Education Division***

The Goal of the Division of Education is to be the premier educational resource for head and neck surgical oncology.

#### *Advanced Training Council (ATC) in Head and Neck Surgical Oncology*

1. To maintain the highest standards and evaluation of head and neck surgical oncology.

#### *Continuing Medical Education (CME) Service*

1. To monitor and ensure compliance with the CME requirements of the Accreditation Council for Continuing Medical Education (ACCME).

#### *Curriculum Development & Maintenance (CDMS)*

1. TBD

#### *Patient and Public Education Service*

1. To develop appropriate educational materials for patients and the public.

#### *Scientific Program and Resident Courses Service*

1. To research, coordinate and recommend to the Council all programmatic content for the AHNS annual meeting.

### ***Research Division***

The goal of the Division of Research shall be to be the leader in the promotion of head and neck cancer research.

#### *Basic & Translational Science Service*

1. To promote the performance of the highest quality basic and translational science research.

#### *Grants Service*

1. To evaluate and make recommendations for annual award recipients and to review and manage the award of grant applications

#### *Population Health & Clinical Research Service*

1. To promote the performance of the highest quality population health services and clinical research.

## ***Patient Care Division***

The goal of the Division of Patient Care shall be to oversee all patient-care-related activities, including quality of care, outcomes, guidelines, and position statements.

### *Cancer Prevention Service*

1. To develop, facilitate the implementation of, and participate in programs directed toward the prevention and early detection of head and neck cancers and to cooperate with national and international organizations in these efforts.

### *Practice Guidelines & Position Statements Service*

1. To provide leadership in the development and documentation of appropriate methods of treatment and care for patients with cancers of the head and neck and to identify and address topics of imminent concern for patients, caregivers, and practitioners of head and neck oncology.

### *Survivorship, Supportive Care & Rehabilitation Service*

1. To promote research into survivorship issues and develop evidence-based guidelines for survivorship and supportive care and rehabilitation.

### *Value & Quality of Care Service*

1. To formulate quality of care standards for patients with head and neck neoplasms; promote compliance with these standards as a framework for the measurement of quality head and neck care; disseminate these standards to the Fellowship of the Society; and provide AHNS representation to the applicable committees of other head and neck medical societies that are charged with the development of specialty specific quality standards upon which pay-for-performance benchmarks may be based.

## ***Administration Division***

The goal of the Division of Administration shall be to oversee all the administrative functions of the Society so as to facilitate the execution of the goals and objectives of the Divisions and Sections.

### *Constitution & Bylaws Service*

1. To review, evaluate, and maintain an accurate and ethical Constitution and Bylaws for the Society.

### *Development Service*

1. To focus on building and strengthening relationships with industry and corporate colleagues and educating them on the importance of AHNS educational and clinical missions and to establish goals and procedures for AHNS development and fundraising that are definable and consistent.

### *Ethics & Professionalism Service*

1. To maintain the highest standards for ethical conduct of AHNS leadership, members and the Society.

### *Finance Service*

1. To maintain and improve the financial stability and growth of the Society and to evaluate the accuracy of the Treasurer's report, Foundation report, and transfers among AHNS accounts.

### History Service

1. To provide an historical perspective of the Society and head and neck oncology and its leadership.

### Nominating Service

1. To identify and nominate current and future leadership in the Society to enhance its Mission.

### Publications & Awards Service

1. To evaluate manuscripts submitted for awards to be given at the annual meeting of the AHNS.

### Website & Social Media Service

1. To recommend and implement newer methods to optimize communication or dissemination of information within the organization.

## ***Diversity, Equity & Inclusion Division***

The goals of this Division are TBD.

### Diversity Service

1. To promote recognition and promotion of diverse representation.

### Global Outreach Service

1. To develop and promote humanitarian outreach activities in head and neck oncology worldwide.

### International Service

1. To serve as an interface between the Society and our international colleagues and to facilitate our mission of patient care, education and research for patients around the world suffering from head and neck cancer.

### Membership & Credentials Service

1. To review, evaluate and maintain the highest standards of AHNS membership and to maximize member engagement.

### Women in AHNS Service

1. To inspire, support and enable women head and neck surgeons to achieve their professional and personal goals.

### Young Members Service

1. To provide mentorship and networking opportunities to help young Society members with career development. This Service should consist of at least three Active Fellows.

## ***Sections***

### **Endocrine Surgery Section**

1. To promote research, training, and education related to head and neck endocrine disorders.

### **Mucosal Malignancy Section**

1. To promote research, training, and education related to Mucosal and upper aerodigestive tract malignancies.

### **Reconstructive Head and Neck Surgery Section**

1. To promote research, training, and education related to head and neck reconstruction.

### **Salivary Gland Section**

1. To promote research, training, and education related to salivary gland disorders.

### **Skin Cancer and Melanoma Section**

1. To promote research, training, and education related to cutaneous malignancies including melanoma.

### **Skull Base Surgery Section**

1. To promote research, training, and education related to skull base disorders.