

AOSpine Educational Event Chairperson—Job Description

Purpose The chairperson must successfully develop, plan and lead an educational event of the highest quality, which enhances the clinical knowledge and skills of participating surgeons. Chairpersons are selected by and report to the AOSpine Country Council and/or the AOSpine Regional Board.

Responsibilities Develop, plan and lead the entire educational event

Specify target group, and identify overall goals and objectives accordingly

Establish a scientific program based on learner needs and aligned with the AOSpine Curriculum

Define key learning outcomes and teaching methods that optimize the educational experience for the participants

Select the best qualified faculty in accordance with both their clinical experience and their teaching capabilities

Work in partnership and collaboration with industrial partners as necessary, and in accordance with existing agreements between AOSpine and such partners

Lead, guide and support all members of faculty, ensuring complete alignment among all parties and doing so in conjunction with the Educational Director where relevant

Lead a highly effective and constructive faculty precourse meeting

Assume complete responsibility for all aspects of the educational event throughout, addressing any complications that may arise

Promote AOSpine as a provider of world class, academically independent education, encouraging all participants to join and engage with the organization at all stages of their careers

Requirements	The chairperson must be a highly respected expert in his field, both clinically and educationally
	Senior AOSpine faculty member with considerable AOSpine educational event experience
	Successfully completed the AOSpine Training for Chairpersons program
	Fully committed to leading an AOSpine educational event aligned with the AOSpine Curriculum, including all preparatory work required over a period of several months leading up to the event itself
	Outstanding organizational skills
	Complete willingness to collaborate with the Educational Director, with faculty and with industrial partners as necessary
	Excellent command of English
Profile	The following characteristics are essential for a successful chairperson
Educational skills	Committed to AOSpine's educational program
	Understands the principles of teaching and learning
	Focused on participant needs
	Selects the best possible faculty based on these needs
	Understands CME guidelines
	Committed to best clinical practice
	Constantly seeks to improve his/her own practice and is always open to new ideas
Interpersonal skills	Highly motivated
	Strong leadership and an excellent team player
	Outstanding organizer and planner
	Easily able to manage conflicts
	Demonstrates integrity
	Sensitive to other cultures