AUA Associate Secretary  
Asia and Australia Region  
Position Description

I. SUMMARY:  
AUA’s Associate Secretaries report to the AUA Secretary and are responsible for helping to shape and execute AUA’s International Education Plan (IEP) by providing key assistance to the Secretary, Education Chair, CEO, and AUA staff regarding the organization’s international strategies and activities. Each Associate Secretary will assist in identifying new international opportunities and collaborations with various national and multi-national urological societies and maintain relationships with key urologists and other strategic partners throughout their geographic region of responsibility. Each Associate Secretary is expected to commit 8 hours per week, including travel of approximately 20-25 overnight stays annually. Prompt communication and response to correspondence is critical. The Associate Secretary will support the AUA Secretary in updating the BOD via informational reports and presentations as needed. Each Associate Secretary will have annual goals assigned by the Secretary.

II. RESPONSIBILITIES:  
A. Leadership: To assist with the execution of AUA’s IEP, the Associate Secretary will work in concert with the BOD, Secretary, CEO, and International Programs staff. The Associate Secretary will perform his/her duties in accordance with the Board-approved IEP, budget and key policies and operating protocols established by the Board and AUA Secretary.

- At the discretion of the Secretary, the Associate Secretary will represent the AUA at designated national and multi-national society meetings (e.g., AUA, EAU, CAU, UAA, etc.) within his/her region as an AUA leadership representative and speaker. The Associate Secretary will be expected to provide scientific lectures or lectures about the AUA’s collaborative efforts with targeted countries at AUA-sponsored educational activities, in addition to attending leadership meetings and/or discovery meetings with industry representatives, etc. The Associate Secretary may also be invited to attend the Global Philanthropic Committee meeting and serve as AUA’s official representative in the absence of the AUA Secretary.

- Identifies and recommends international members qualified to serve on various AUA committees and serves as a conduit for nominating international members for various AUA awards including the Secretary Commendation for Global Leadership award.
• In coordination with the AUA Secretary and International Programs staff, responds to requests from external organizations regarding collaborative, international partnership opportunities.

B. Strategic Planning: Implement AUA’s IEP, develop strategic initiatives for International Programs, and provide updates, presentations, and/or reports through the Secretary to the BOD regarding AUA’s International activities (e.g., leadership meeting reports, Strategic Plan updates, society requests, etc.) as needed.

C. Financial Management: The Associate Secretary will work to have AUA’s International Programs operate at a positive margin. In order to achieve this goal, the Associate Secretary will provide regional leadership in international programming and assist in the development of licensed programs, group membership agreements with AUA partners, and facilitate financial support from industry partners within his/her designated geographical region.

D. Annual Meeting: The Associate Secretary will be invited to participate in the AUA’s Annual Meeting including reviewing and adjudicating late breaking abstracts, serving as a plenary moderator, providing scientific lectures, etc. within the Associate Secretary’s specialty area.

• The Associate Secretary will represent AUA by attending leadership meetings for his/her assigned geographic region, the AUA Presidents Reception, and the International Membership Committee meeting.

• Provides assistance to the Secretary by serving as a conduit for nominating international speakers to be involved at AUA’s Annual Meeting as plenary speakers, moderators, take home messages, etc.

• As part of the AUA delegation/leadership, provides welcome addresses to AUA’s International Society meetings held during the AUA Annual Meeting. Provides guidance to the AUA Secretary regarding any new International Society requests to hold programs in conjunction with the AUA Annual Meeting.

E. Educational Activity Development:

• In concert with the AUA Secretary, assists in identifying AUA’s guest lecturers to various International society meetings within the assigned geographic region and assists in building AUA educational programs held within the Associate Secretary’s geographic region.

• Assists with the facilitation of AUA’s various exchange programs with target countries (as needed).
• In concert with the International Programs staff, organizes AUA educational events outside the United States including activities such as AUA’s Lessons in Urology, The Best of AUA, and industry supported satellite symposia or webinars.

• In coordination with the AUA Secretary, Education Chair and International Programs’ staff identifies existing AUA educational products for translation and resale to international markets as well as developing new products for internationals.

• The Associate Secretary may work with the Education Chair to maintain and enhance AUAUniversity for use by the global urologic community as well as other AUA educational products.

F. Membership Development:

• Attends AUA’s International Membership Committee and serves as an advocate for AUA membership to urologists within the targeted countries/regions.

• Assists the Secretary as a liaison between international societies to bridge the gap between AUA and international members including improving relationships and activities with members located in his/her geographic region.

G. New Business Development: Works with AUA’s Industry Relations and Development and International Programs departments to secure industry funding for AUA’s international activities and programs. May be invited to attend the AUA Industry Committee meetings when focused on AUA’s International activities.

H. AUANews Contributor: The Associate Secretary will also contribute to articles, topic areas, and author suggestions to AUANews that reflect the value of AUA International Membership, AUA International Activities and the benefit of AUA’s International Programs to domestic members.

I. Goals and Performance Evaluation: The Secretary will assign measurable, overarching strategic goals for each region/Associate Secretary that will be reviewed annually.
III. **QUALIFICATIONS and REQUIREMENTS:**
- AUA Active or Senior Member, active in the practice of urology.
- Corporate/board governance experience.
- Must be recognized internationally and have proven relationships with key opinion leaders (KOLs), industry, etc. within designated geographic region. Ability to speak a foreign language within the designated region is a plus, but not required.
- Must have prior International education programming/coordination experience.
- Active in AUA Section and Urology subspecialty activities.
- Knowledge of AUA History (e.g., prior Board of Directors member, Section Officer, or experience on AUA committees, etc.).
- Must be available for frequent communication with the AUA Secretary, Board of Directors, and staff via email and tele/video-conference.
- Must meet travel requirement for both domestic and international meetings (approximately 20-25 overnight stays annually).
- Must be effective communicator and express enthusiasm/interest in position.
- Outstanding diplomacy and superior negotiation skills.
- Must receive appropriate training as an AUA spokesperson.
- Must regularly compose/review correspondence, articles and reports.
- Must comply with applicable laws, regulations, bylaws, policies and Code of Ethics.
- Must understand that all policy decisions are made by the full Board.
- Must comply with AUA’s Disclosure and Conflict of Interest Policy – Level 2.

**Roles with Accredited Education Responsibilities**
Since the AUA Associate Secretary also has responsibility for accredited educational activities, additional conflict of interest restrictions are required to align with the ACCME’s *Standards for Integrity and Independence in Accredited Continuing Education*.

Standard 3 of ACCME *Standards for Integrity and Independence in Accredited Continuing Education* requires that accredited providers exclude owners or employees of ineligible companies from participating (including planning) in an accredited educational activity, except in limited circumstances including:
1. When the content that they are controlling is not relevant to the business lines or products of their employer/company.
2. When the content is limited to basic science research, such as pre-clinical research and drug discovery, or the methodologies of research, and they do not make care recommendations.

Because AUA’s international courses cover all topic areas within urology, the Associate Secretary may not have any disclosures which would identify as an owner or employee of an ineligible organization.

IV. **TERM:**
Three (3) years, renewable once.