



Global OHNS Initiative - Regional Representative Team Lead Position Description

Position Overview

We are seeking a dynamic and organized individual to serve as the Regional Representative Team Lead for the Global Otolaryngology-Head and Neck Surgery (OHNS) Initiative. In this role, you will oversee the regional representatives, foster collaboration, and serve as a liaison between the initiative and regional members.

Otolaryngologists worldwide face diverse challenges in research and advocacy. The Regional Representative Team Lead will play a crucial role in addressing these challenges by coordinating efforts across regions, facilitating communication, and ensuring that regional initiatives align with the broader goals of the Global OHNS Initiative.

Responsibilities

As the Regional Representative Team Lead, your key responsibilities will include:

1. Leadership and Coordination:

- a. Lead the regional representatives to plan and execute one monthly group meeting annually for each region, showcasing regional work and fostering collaboration.
- b. Guide regional representatives in member recruitment and engagement efforts within their respective regions.
- c. Facilitate communication and collaboration between regional representatives and the broader organization.

2. Information Sharing and Support:

- a. Share opportunities, publications, announcements, and ideas from the Global OHNS Initiative with regional representatives.
- b. Collect feedback and ideas from regional members to inform the initiatives of the Global OHNS Initiative.
- c. Liaise with the research team to support their activities through the regional representative network.

3. Goal Setting and Reporting:

- a. Lead annual goal-setting sessions with the regional representative team in July to establish short- and long-term objectives.
- b. Track progress towards goals, providing regular updates and semi-annual reports to the Board of Directors and organization leadership.

4. Logistics and Administration:

- a. Coordinate logistics for monthly group meetings, including scheduling, agenda planning, and documentation.
- b. Manage administrative tasks related to the Regional Representative Team, such as maintaining contact lists and organizing resources.

5. Advocacy and Promotion:

- a. Advocate for regional initiatives and highlight regional efforts during large-group meetings and other relevant forums.
- b. Promote the work of the Global OHNS Initiative within regional networks and collaborate with external entities as needed.

6. Attend Monthly Meetings:

- a. Attend monthly large-group meetings to inform regional initiatives.
- b. Participate in research lab meetings to understand the regional needs of research project teams and facilitate coordination.

The Regional Representative Team Lead will play a pivotal role in advancing the mission of the Global OHNS Initiative by fostering collaboration, supporting regional initiatives, and ensuring effective communication across regions. If you are passionate about global health and eager to make a difference in the field of otolaryngology-head and neck surgery, we encourage you to apply.

To apply for this volunteer position, please submit a cover letter outlining your interest and relevant experience, along with your CV, to globalohns@gmail.com with the subject line "Global OHNS Regional Representative Team Lead Application."