



PACIFIC COAST SOCIETY OF ORTHODONTISTS

Call for Director Applicants American Association of Orthodontists Foundation

PCSO is looking for a representative to join the American Association of Orthodontists Foundation (AAOF) Board of Directors. The term would officially begin in May, 2026; however, the chosen candidate is encouraged to attend the February, 2026 AAOF board meeting as an observer. The first term will conclude in 2028 with the individual eligible to serve a maximum of four two-year terms until 2034. All interested members are encouraged to apply.

AAOF is the charitable arm of the AAO whose mission is to advance the orthodontic specialty by supporting exceptional education and research that leads to excellence in patient care, and by promoting orthodontic charitable giving. The AAOF board meets three times a year, one face-to-face full-day meeting at the AAOF office in Saint Louis in late February/early March and two virtual meetings, a four-six hour online meeting in late July and a 60-90 minute conference call in mid-November.

The ideal AAOF director:

- is interested in the mission and work of the AAOF and supporting AAO through its philanthropic arm;
- has been, and is willing to continue as, a philanthropic donor to the AAOF;
- is comfortable with asking others for contributions and has some experience working with colleagues to share the mission and vision and collaborates effectively; and
- is willing to guide the AAOF and assume the fiduciary responsibilities as a board member.

The AAOF director from the PCSO should be:

- available to attend all required in-person and virtual meetings, including annual travel for in-person meeting in Saint Louis;
- available to participate in occasional conference calls and ongoing work through online communication;
- willing to conduct personal outreach via phone calls, letters, etc. to raise funds for the AAOF;
- willing to contribute a quarterly article to be published in the PCSO *Bulletin*; and
- able to attend the PCSO and AAO Annual Session each year.

AAOF BOARD RESPONSIBILITIES

General

- Determine the mission of the organization and ensure that programs and activities effectively carry out the mission.
- Review and approve long-range and annual operating plans and budgets.
- Assure that the organization's basic legal and ethical responsibilities are being fulfilled.
- Assure that adequate financial resources are secure and properly managed, review and approve periodic financial reports, and appoint independent auditors.
- Recruit, select, and elect new board members.

Governance

- Various on-boarding and other AAOF documents will be placed on Causeway and each Director is to be given access so that they might become familiar with the various activities of the AAOF.
- While recognizing that, from time to time, unavoidable conflicts arise, Directors are expected to attend all Board Meetings, whether face-to-face, virtual or conference call.
 - In the event that a Director cannot attend the annual face-to-face meeting, he/she is to inform the President and together they are to recruit a suitable substitute for that meeting.
 - Where possible to do so, In-Coming Directors are encouraged to attend a BOD Meeting as a Non-Voting Participant prior to the beginning of their terms of service.

Awards Program

- Once during their first two year-term of service, all Directors are encouraged to attend the annual face to face meeting of the Planning and Awards Review Committee (PARC) as a Silent Observer, i.e., audit proceedings but do not participate in the deliberations so that they might become an effective and efficient advocate for the AAOF programmatic activities.

Fundraising

- Fundraising is a fundamental responsibility of all Directors. This includes face-to-face, telephone, mail, and electronic solicitation.
- Directors are expected to market the foundation and help expand the donor prospect pool by identifying and introducing the AAOF to new donors.
- Directors are to collaborate with the National Chairs, and the AAOF SVP, to determine their goals and objectives.
- Directors are expected to support the AAOF personally.

Other

- To represent the AAOF to their colleagues, Directors are expected to attend, at their own expense, the annual meeting of their Constituent Organization, as well as the AAO Annual Session, along with vendor and other meetings.
- Directors are expected to attend the AAOF Breakfast during the AAO Annual Session to support the foundation and represent the board.

If interested, send a current CV and letter of interest no later than July 15, 2025 to:

Callie Castro, CAE
PCSO Executive Director
ccastro@pcsortho.org

Phone interviews will take place on **August 27, 2025** for all applicants. Finalists for the AAOF position may be asked to interview virtually with the PCSO Board of Directors on **October 16, 2025** during the PCSO Annual Session board meeting in Honolulu, HI. The AAOF requires that a minimum of two candidates be put forward to them for consideration from the PCSO. The AAOF will choose the new director at their November, 2025 meeting with final confirmation at the AAO House of Delegates in May, 2026.

You are encouraged to contact the current AAOF representative to inquire about the position and its responsibilities, [Dr. Lili Horton](#) at 808-347-3023. You may also contact Ms. Castro.