



## APPLICATIONS FOR FSMB COMMITTEE APPOINTMENTS 2019-2020

Immediately following the FSMB 2020 Annual Meeting on April 30-May 2, incoming Chair Dr. Cheryl Walker-McGill will finalize appointments for FSMB standing committees, including Audit, Bylaws, Editorial, Education, Ethics and Professionalism, and Finance, and potentially for an FSMB special committee(s) and/or workgroup(s), *as deemed appropriate by the Chair or as charged by the House of Delegates*. Service on the committees and workgroups will begin in May 2020.

### **Appointment Application Deadline**

Individuals interested in serving on a standing committee, special committee or workgroup should submit the appropriate materials no later than **December 31, 2019**.

### **Eligibility**

In accordance with the FSMB Bylaws, standing committees are composed primarily of Fellows of the FSMB defined as:

1. **BOARD MEMBER FELLOW.** *A Board Member Fellow is an individual member who as a result of appointment or confirmation is designated to be a member of a Member Medical Board. A Board Member Fellow shall be a Fellow of the FSMB during the member's period of service on a Member Medical Board, and for a period of thirty-six months thereafter, and*
2. **STAFF FELLOW.** *A Staff Fellow is an individual hired or appointed and who is responsible for the day-to-day supervision and performance of the administrative duties and functions for which a medical board is responsible. Each member board may denote only one individual to serve as a Staff Fellow of the FSMB. No individual shall continue as a Staff Fellow upon termination of employment by or service to the Member Medical Board.*

A limited number of **Honorary Fellows, Associate Members, Courtesy Members** and **Non-Member Subject Matter Experts** may also be appointed to committees and workgroups.

### **Responsibilities**

The charges and time commitments of the committees/workgroups are provided on pages 3-5.

### **Documentation Requirements**

Individuals interested in serving on a committee or workgroup should submit the following:

- 1) Letter of interest addressed to:

**Cheryl Walker-McGill, MD, MBA, Chair-elect**  
**Federation of State Medical Boards**  
**400 Fuller Wiser Road**  
**Eules, Texas 76039**

2) A CV Summary (**maximum of 5 pages**) and/or bio.

Additionally, applicants are asked to complete a very brief Committee Appointment Questionnaire that can be accessed through this link: <https://www.surveymonkey.com/r/2DW22VM>. If applicable, be prepared to include the years you attended the FSMB Annual Meeting, prior FSMB service, and related state medical board or other service.

**Documentation Submission**

Your letter and CV/bio will need to be submitted **electronically** to Pat McCarty, Director of Leadership Services, at [pmccarty@fsmb.org](mailto:pmccarty@fsmb.org). **Please submit all documents in one email.**

A confirmation acknowledging receipt of the documents and completion of the questionnaire will be sent within one week. If you do not receive confirmation, or for questions, please contact Ms. McCarty by email or at 817-868-4067.

## FEDERATION OF STATE MEDICAL BOARDS

### Responsibilities of Standing Committees

#### **Audit Committee**

The primary charge of the Audit Committee, as currently set forth in the FSMB Bylaws, Article VIII, Section B, is to review the audit of the FSMB.

Tasks of the Committee include:

1. Reviewing the auditor's report with specific attention to material deficiencies and recommendations.
2. Reporting any suggestions to the Board of directors on fiscal policy to ensure the continuing financial strength of the FSMB.

#### TIME COMMITMENT

Members of the Audit Committee serve one-year terms. Consistent with common practice of audit committees within the U.S., the Audit Committee expects to meet via teleconference/videoconference one to two times during the year for 30-90 minutes for each conference call.

#### **Bylaws Committee**

The charge of the Bylaws Committee, as currently set forth in the FSMB Bylaws, Article VIII, Section C, is to continually assess the Articles of Incorporation and the Bylaws and receive all proposals for amendments thereto. The Committee will, from time to time, make recommendations to the House of Delegates for changes, deletions, modifications and interpretations to the Bylaws.

Tasks of the Committee include:

1. Receiving requests for amendments or revisions from the Board of Directors or from Member Boards. Upon receiving requests, the Committee drafts Bylaws language that is appropriate in style and placement. The Bylaws Committee members may also propose amendments or revisions to the Bylaws, and draft language that is appropriate for inclusion.
2. Advising the House of Delegates with regards to each modification they have drafted, citing in their report to the House their choice to support, oppose or remain neutral regarding the language they have drafted. Members of the Committee may give testimony in support of their position before a Reference Committee.
3. Interpreting the Bylaws upon request of the Board of Directors, Member Boards or others.
4. Reviewing the Bylaws and Articles of Incorporation on a continual basis to ensure they are in alignment.

#### TIME COMMITMENT

Members of the Bylaws Committee serve one-year terms. The Committee will meet once (or as needed) by teleconference/videoconference or in person.

#### **Editorial Committee**

The charge of the Editorial Committee, as currently set forth in the FSMB Bylaws, Article VIII, Section D, is to advise the Editor-in-Chief on editorial policy for the FSMB's official publication (*Journal of Medical Regulation*)

and otherwise assist the Editor-in-Chief in the performance of duties as appropriate and necessary.

Tasks of the Committee include:

1. Reviewing articles submitted for publication in a timely manner.
2. Generating potential article topics and/or authors to write for the *Journal*.
3. Writing or working with the *Journal* Editor-in-Chief to create an editorial for the *Journal*.
4. Serve as ongoing ambassadors for the *Journal* during any appropriate business meetings or discussions with colleagues

#### TIME COMMITMENT

Members of the Editorial Committee serve three-year terms. The Committee will meet once each year at FSMB headquarters or other location and may meet via teleconference/videoconference periodically during the year. Committee members will receive manuscript submissions throughout the year.

#### **Education Committee**

The charge of the Education Committee as currently set forth in the FSMB Bylaws, Article VIII, Section E is to assist in the development of educational programs for the FSMB. This includes the Annual Meeting program as well as webinars, teleconferences and other educational offerings.

Tasks of the Committee include:

1. Providing consultation and recommendations in the development and review of the FSMB's annual education agenda.
2. Identifying and prioritizing educational topics in accordance with the mission, vision, core values and goals of the FSMB.
3. Evaluating education trends and opportunities to provide quality educational programming to FSMB membership.
4. Reviewing needs assessment data and stated knowledge gaps in order to identify appropriate speakers for chosen topics.
5. Ensuring balance, independence, objectivity and scientific rigor in the educational activity.
6. Responsible for compliance with ACCME guidelines for accreditation.

#### TIME COMMITMENT

Members of the Education Committee serve one-year terms. The Committee will meet in person, with subsequent meetings held via teleconference/videoconference. The frequency of meetings will be determined by need.

#### **Ethics and Professionalism Committee**

The charge of the Ethics and Professionalism Committee as currently set forth in the FSMB Bylaws, Article VIII, Section F is to address ethical and professional issues pertinent to medical regulation.

Tasks of the Committee include:

1. Addressing ethical and/or professional concerns expressed by state medical boards.
2. Researching data pertinent to the issues and/or obtaining input from experts in the specific subject areas being considered.

3. Developing model policies for use by state medical boards to be submitted for approval by the FSMB House of Delegates.

#### TIME COMMITMENT

Members of the Ethics and Professionalism Committee serve one-year terms. The Committee will meet either in person or via teleconference/videoconference. The frequency of regular meetings will be determined by need.

#### **Finance Committee**

The charge of the Finance Committee as currently set forth in the FSMB Bylaws, Article VIII, Section G is to review the financial condition of the FSMB, review and evaluate the costs of the activities and/or programs to be undertaken in the forthcoming year and recommend a budget to the Board of Directors for its recommendation to the House of Delegates at the Annual Meeting, and perform such other duties as are assigned to it by the Board of Directors.

Tasks of the Committee include:

1. Assessing prior financial performance in comparison to budget.
2. Reviewing the draft budget for alignment with organizational goals, programs and services.
3. Approving the budget for recommendation to the Board of Directors.

#### TIME COMMITMENT

Members of the Finance Committee serve one-year terms. The Committee will have one 60- to 90-minute teleconference/videoconference in December and one in-person meeting at the Texas office in January. Other teleconference/videoconference meetings will be determined by need.

#### **Special Committees/Workgroups**

Special Committees and workgroups are appointed by the Chair as necessary or as charged by the House of Delegates and are established for a specific purpose. Special Committees and workgroups usually meet three times per year, in person and via teleconference/videoconference, and continue their work for one or two years. Special Committees and/or workgroups for 2020-2021 are to be determined.