



NOMINATIONS FOR FSMB ELECTED OFFICES 2019-2020

Patricia A. King, MD, PhD, FACP, Chair of the FSMB’s Nominating Committee, invites FSMB Member Medical Boards to submit names of Board Member Fellows for the Nominating Committee to consider as candidates for elected office. Elections will be held at the FSMB’s May 2, 2020 House of Delegates annual business meeting. Nominees may include physicians as well as non-physicians who are Board Member Fellows of the FSMB. Eligibility requirements, additional position-specific qualifications, responsibilities of elected positions, and necessary documentation are included on the following pages. **Please refer to this information when submitting your letters of nomination.**

Nomination Deadline

The Nominating Committee requests that all nominations be submitted by **December 31, 2019**. **No nominations will be accepted after end of business on that day.**

Elected Positions

In accordance with the FSMB Bylaws, the Nominating Committee shall submit a roster of one or more candidates for each position. A candidate who runs for and is not elected to an elected office shall be ineligible to be nominated for any other elected office during the same election cycle. Positions to be filled in 2020 are as follows:

- Chair-elect 1 Board Member Fellow, to be elected for 3 years: one year as chair-elect; one year as chair; and one year as immediate past chair
- Board of Directors 3 Board Member Fellows, each to be elected for a three-year term*
- Nominating Committee 3 Board Member Fellows, each to be elected for a two-year term**/**

*In accordance with the FSMB Bylaws, *“At least three members of the Board, who are not Staff Fellows, shall be non-physicians, at least two of whom shall be a Member Medical Board public member.”* Currently, there are two non-physician public members on the Board who will continue their service in FY 2021 (May 2020-April 2021); therefore, **at least one non-physician will need to be elected.**

In accordance with the FSMB Bylaws, *“At least one elected member of the Nominating Committee shall be a public member.”* The term of the Nominating Committee’s current public member will end on May 2, 2020; therefore, **at least one public member will need to be elected.

***No two Nominating Committee members shall be from the same member board. Continuing members of the Committee are from **Alaska, Guam and Maine Medical**; therefore, **no Nominating Committee candidates shall be from those member boards.**

Eligibility Requirements

Any person who is or will be a Board Member Fellow of the FSMB **at the time of the election on May 2, 2020** is eligible for nomination. In accordance with Bylaws Article II, Section B, *“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."

A candidate for elected office must exhibit the following **Core Competencies**:

- Have a clear understanding of (and enthusiastically support) the vision, mission and strategic goals of the FSMB;
- Possess a positive outlook on the role and function of state medical boards in the medical regulatory field;
- Bring a broad, national perspective to specific issues;
- Have adequate time and commitment necessary to fulfill the responsibilities of the office; and,
- Demonstrate professionalism, personal integrity, and the ability to work effectively with others.

The following additional qualifications are suggested but not mandatory:

- **Chair-elect:** One or more years' experience on the FSMB Board of Directors and, if applicable, a commitment of time that may require reduction by one-third or more of patient care duties in medical practice.
- **Board of Directors and Nominating Committee:** 1) One or more years on a State Medical or Osteopathic Board, 2) FSMB committee or workgroup participation, and 3) prior attendance of **at least one** FSMB Annual Meeting.
- **Board of Directors:** Significant experience on a non-profit Board of Directors or Foundation may be considered an equivalent for one of the recommendations stated above.

Responsibilities

The *Responsibilities of Elected Positions* can be found on pages 4-5. Additionally, newly elected members of the Board will take part in the Investiture of the Board at the 2020 annual Meeting on **Saturday, May 2** and join the Board at its first meeting of the year on the following morning, **May 3**.

Documentation Requirements

1. **Photograph – color (jpg).** A head shot of the nominee is preferred. Questions about photos may be directed to Customer Care Analyst Marion Patterson at mpatterson@fsmb.org.

2. **Letter of Nomination**

The letter of nomination **must** come from the nominee's state medical or osteopathic board to the Nominating Committee and should specify: (1) the name of the nominee to be considered; (2) the office for which the nominee is being recommended; (3) a description of the nominee's ability to demonstrate the core competencies and/or additional position-specific qualifications stated above; (4) the nominee's agreement to the submission of his/her name for potential nomination; (5) the nominee's affirmation that he/she is aware of the time commitment required for the position to which he/she may be elected; and (6) the nominee's mailing address, daytime telephone number and email address.

The letter of nomination should be addressed to:

**Patricia A. King, MD, PhD, FACP, Chair
FSMB Nominating Committee
Federation of State Medical Boards
400 Fuller Wisser Road
Eules, Texas 76039**

3. **Personal Statement (sample on page 6) (maximum 500-word limit).** The nominee should state why he/she wants to serve in the position for which he/she will be campaigning for election; how he/she fulfills the core competencies and/or additional position-specific qualifications of nominees, and what he/she will contribute to FSMB.
4. **Bullet Points.** The nominee should submit **6-8** bullet points **(maximum 200-word limit)** reflecting accomplishments for which he/she wishes to be recognized.
5. **CV Summary (maximum 5 pages) and/or bio.** Please provide relevant information including the nominee's education, current profession, FSMB activities, important appointments, honors, awards, etc.
6. **Candidate's Signatory Page (see "Documentation Submission" below).** The nominee **must submit an electronically signed confirmation** that the nominee, if selected as a candidate: 1) will be a Board Member Fellow as defined by the FSMB Bylaws at the time of the election on Saturday, May 2, 2020; 2) is aware of the time commitment required for the position to which he/she may be elected; and 3) is disclosing any potential conflict(s) of interest.

Please note that should the Nominating Committee select the nominee for inclusion in its roster of candidates, the photo and all documents submitted will be posted on the FSMB Member Portal and some of the information included in the Election Manual that will be distributed to the Annual Meeting attendees. **Social security numbers and all other private information must be removed** from the documents prior to submission.

Documentation Submission

Materials will need to be submitted electronically via *DocuSign*. Please contact Pat McCarty, Director of Leadership Services, at pmccarty@fsmb.org or 817-868-4067 and **request the DocuSign Uploading and Signature Tool for submitting Nominations for Elected Office. Included with this tool will be the Candidate's Signatory Page for the nominee to sign electronically.**

A confirmation acknowledging receipt of the nomination materials will be sent within one week. If you do not receive confirmation, or for questions, please contact Ms. McCarty.

RESPONSIBILITIES OF ELECTED POSITIONS

BOARD OF DIRECTORS

The FSMB Board of Directors is responsible for the control and administration of the FSMB and reports to the House of Delegates; the Board provides leadership in the development and implementation of the FSMB's Strategic Goals and the Board's Annual Action Plan; the Board is responsible for governing and conducting the business of the corporation, including supervising the President/CEO; and, under the leadership of the Chair and President/CEO, represents the FSMB to other organizations and promotes recognition of the FSMB as the premier organization concerned with medical licensure and discipline. The Board of Directors is the fiscal agent of the corporation.

GENERAL RESPONSIBILITIES

The Board of Directors is responsible for the following:

1. Setting goals, objectives and priorities necessary to achieve the FSMB Strategic Goals.
2. Setting goals, objectives and critical success factors for the President/CEO.
3. Ensuring effective management of the FSMB's financial resources.
4. Approving systems for assessing and addressing needs of Member Boards.
5. Implementing adopted Board of Directors professional development and self-assessment plans.
6. Promoting use of FSMB services among targeted customer groups.
7. Enhancing communication with and among Member Boards.
8. Enhancing support and education for Member Board executives and their staff.

TIME COMMITMENT

Board Meetings

The Board of Directors will meet five times during the FY 2021 fiscal year:

May 3, 2020 – San Diego, CA (immediately following the Annual Meeting)

July 21-26, 2020 (Board Retreat) – *Meeting Site TBD*

October 21-24, 2020 – *Meeting Site TBD*

February 17-20, 2021 – *Meeting Site TBD*

April 29-May 2, 2021 – Minneapolis, MN (in conjunction with the Annual Meeting)

The above dates include travel days.

2020 Board of Directors Hill Visits

The Board of Directors may be asked to participate in "Hill Visits" in **June 2020** (*dates TBD*) in Washington, DC.

New Directors Orientation

Newly-elected directors will be asked to participate in the New Directors Orientation scheduled **June 28-29, 2020** at the FSMB Euless, TX Office.

Board of Directors State Medical Board Liaison Program

A director's participation in the Board of Directors State Medical Board Liaison Program may involve telephone communications with Member Board leadership (dependent upon the leadership's availability) and/or travel to a Member Board location (i.e., "board site visit") in partnership with FSMB staff to meet with the Member Board representatives. New Directors may be asked to participate in one or two site visits during their first year on the Board of Directors, schedule permitting.

Subcommittees of the Board of Directors

All directors will be appointed to one subcommittee of the Board of Directors, which include the Awards, Governance and Planning Committees. Additionally, three directors will be elected by the Board to participate on the Executive, Compensation and Investment Committees with the officers of the Board.

NOMINATING COMMITTEE

The charge of the Nominating Committee as currently set forth in the FSMB Bylaws is to submit a roster of one or more candidates for each of the offices and positions to be filled by election at the annual meeting of the House of Delegates. The Committee will mail its roster of candidates to Member Boards not fewer than sixty days prior to the annual meeting of the House of Delegates.

Tasks of the Committee include:

1. Soliciting recommendations for candidates for elected positions from Member Board Staff Fellows and Board Fellows of the FSMB;
2. Assertively recruiting individuals who have the core competencies set forth on page 2 and who represent diversified backgrounds, experiences and cultures;
3. Educating potential candidates on the core competencies for FSMB leadership roles and the responsibilities associated with respective leadership positions;
4. Reviewing letters of nomination and supporting material for individuals nominated or recruited as candidate for election;
5. Considering the importance of public representation on the FSMB Board of Directors and assuring the roster of candidates provides for election of adequate/qualified public representation;
6. Selecting and narrowing the roster of candidates to those who best demonstrate the core competencies as outlined; have the necessary qualifications and eligibility for a position; and bring valuable talents and perspectives to the FSMB;
7. Preparing a report to the House of Delegates, which includes a roster of nominees for positions to be filled by election at the House of Delegates annual business meeting.

TIME COMMITMENT

Members of the Nominating Committee serve a single two-year term. The Committee will have a kick-off breakfast in San Diego, CA the morning of **Sunday, May 3, 2020** immediately following the FSMB's Annual Meeting. The Committee will meet again via teleconference in **July/August 2020 and March 2021 (dates TBD)** as well as in person in **January 2021** at the FSMB Eules, TX Office. In preparation for the January meeting, the Committee members will each interview three to five nominees. Members of the Committee will also receive scholarships to attend the FSMB's 2021 Annual Meeting in Minneapolis, MN, so they can be onsite to solicit membership interest in elected and appointed positions.

SAMPLE PERSONAL STATEMENT

NAME: _____

CANDIDATE FOR: [Chair-elect, Board of Directors or Nominating Committee]

[SAMPLE TEXT – please describe your own experiences using your own words]

(maximum 500-word limit)

I am a candidate for [elected office]. Since beginning my medical career in a small rural town over 20 years ago, I have been involved in professionalism and upholding the higher standards of being a physician. Currently, I am the Chairman of the Department of [specialty] at the School of Medicine in [city].

My experiences with medical licensure began in 2005 when I was appointed to the advisory committee for athletic trainers of the [state medical or osteopathic board]. Subsequently, I was appointed as a member of the [state medical or osteopathic board] in 2015. I was elected Vice President in 2016 and have been serving as President since January 2017.

Since being appointed to the [state medical board], I have been serving the [state medical board] in a number of capacities, which have included [committee/workgroups, etc.].

Additionally, I have worked as [other professional experiences and associations].

It is with great anticipation that I am running for [elected office]. I have the energy, enthusiasm and experience to represent the FSMB. My qualifications are broad and strong, which will allow me to function well within a system that is focused on licensure, discipline and protection of the public.