



## NOMINATIONS FOR FSMB ELECTED OFFICES 2020-2021

Scott A. Steingard, DO, 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 1, 2021 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, 2020**. **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 2021 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 |
| • Treasurer            | 1 Board Member Fellow, to be elected for a three-year term   |
| • 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-physicians on the FSMB board, who are Member Medical Board public members and will continue serving through FY 2022 (May 2021-April 2022). Accordingly, **it is *required* that one non-physician be elected in 2021; additional non-physicians also may be elected.**

\*\*In accordance with the FSMB Bylaws, *“At least one elected member of the Nominating Committee shall be a public member.”* Currently, there is one public member on the Nominating Committee, who will continue to serve through April 2022. Accordingly, **it is *not required* that a public member be elected in 2021, although additional public members may be elected.**

\*\*\*No two Nominating Committee members shall be from the same Member Medical Board. Continuing members of the Committee are from **Georgia, Minnesota and Tennessee Osteopathic; therefore, no Nominating Committee candidates shall be from those Member Medical 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 1, 2021** 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 should 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 Member 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 Member Medical 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 4-6. Additionally, newly elected members of the board will take part in the Investiture of the board at the 2021 Annual Meeting on **Saturday, May 1**, and join the board at its first meeting of the year on the following morning, **May 2**.

## **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](mailto:mpatterson@fsmb.org).

### **2. Letter of Nomination**

The letter of nomination **must** come from the nominee’s Member Medical 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:

**Scott A. Steingard, Chair**  
**FSMB Nominating Committee**

3. **Personal Statement (sample on page 7) (maximum 500-word limit).** The nominee should state why the nominee wants to serve in the position for which the nominee will be campaigning for election; how the nominee fulfills the core competencies and/or additional position-specific qualifications, and what the nominee will contribute to FSMB.
4. **Bullet Points.** The nominee should submit **6-8** bullet points **(maximum 200-word limit)** reflecting accomplishments for which the nominee 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 1, 2021; is aware of the time commitment required for the position to which the nominee 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 Michelle Turner, Software and Accreditation Administrator at [mturner@fsmb.org](mailto:mturner@fsmb.org) or 817-868-4040 to **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 two business days. If you do not receive confirmation, or for questions, please contact Pam Huffman at [phuffman@fsmb.org](mailto:phuffman@fsmb.org) or 817-868-4060.

## 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 Medical 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 Medical Boards.
8. Enhancing support and education for Member Medical Board executives and their staff.

### TIME COMMITMENT

#### Board Meetings

The Board of Directors will meet five times during the FY 2022 fiscal year:

**May 2, 2021 (2 hrs)** – Minneapolis, Minnesota (immediately following the Annual Meeting)

**July 2021** – Meeting Date and Site TBD (traditionally, a board retreat for 6 days, including travel days)

**October 2021** – Meeting Date and Site TBD (traditionally, 4 days, including travel days)

**February 2022** – Meeting Date and Site TBD (traditionally, 4 days, including travel days)

**April or May 2022** – Meeting Date (1 day) and Site TBD (in conjunction with the Annual Meeting)

#### 2021 Board of Directors Hill Visits

The Board of Directors may be asked to participate in "Hill Visits" in **June 2021** (dates TBD) in Washington, DC.

#### New Directors Orientation

Newly elected directors will be asked to participate in a New Directors Orientation in **June 2021** (meeting date and site TBD).

#### Board of Directors Member Medical Board Liaison Program

A director's participation in the Board of Directors Member Medical Board Liaison Program may involve telephone communications with Member Medical Board leadership (dependent upon the leadership's availability)

and/or travel to a Member Medical Board location (i.e., “board site visit”) in partnership with FSMB staff to meet with the Member Medical 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 Medical Boards not fewer than sixty days prior to the annual meeting of the House of Delegates.

#### GENERAL RESPONSIBILITIES

The Nominating Committee is responsible for the following:

1. Soliciting nominations from Member Medical Boards for Board Member Fellows interested in seeking an elected FSMB position;
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 core competencies for FSMB leadership roles and the responsibilities associated with respective leadership positions;
4. Reviewing letters of nomination and supporting material for each individual nominated or recruited as a candidate for election;
5. Verifying that candidates have the core competencies for FSMB leadership positions;
6. Verifying that queries of the FSMB Physician Data Center have been completed on physician and physician assistant candidates and that no board actions have been reported that could call into question an individual’s fitness for FSMB leadership;
7. Affirming that all candidates for elected leadership have disclosed any potential conflicts of interest.
8. Considering the importance of public member representation on the FSMB Board of Directors and assure the roster of candidates provides for election of adequate/qualified public representation;
9. Selecting and narrowing the roster of candidates to those who best demonstrate the core competencies outlined; have the necessary qualifications and eligibility for a position; and bring valuable talents and perspectives to the FSMB;
10. Preparing a report to the House of Delegates, which includes a roster of candidates for positions to be filled by election at the House of Delegates annual business meeting; and
11. Determining process for notifying candidates of the Nominating Committee’s decisions as soon as possible following the Committee’s winter meeting and provide the Nominating Committee report to the FSMB Board of Directors for information.

#### TIME COMMITMENT

Members of the Nominating Committee serve a single two-year term. The Committee will have a kick-off

breakfast the morning of **Sunday, May 2, 2021** immediately following the FSMB's Annual Meeting. The Committee will meet again via videoconference in **July/August 2021 and March/April 2022 (dates TBD)** as well as in person or via videoconference in **January 2022**. In preparation for the January meeting, the Committee members will each interview three to six nominees. Members of the Committee will also receive scholarships to attend the FSMB's 2022 Annual Meeting, 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 [Member Medical Board]. Subsequently, I was appointed as a member of the [Member Medical Board] in 2015. I was elected Vice President in 2016 and have been serving as President since January 2017.

Since being appointed to the [Member Medical Board], I have been serving the [Member Medical Board] in many 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.