



## Eligibility Requirements

Any person who is or will be a Board Member Fellow of the FSMB **at the time of the election on Saturday, April 20, 2024** 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 (see attached FSMB Strategic Plan on pages 7-8);
- 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.
- **Treasurer:** One or more years’ experience on the FSMB Board of Directors and a strong working knowledge of the FSMB’s financial statements and budget process.
- **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 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 2024 Annual Meeting on **Saturday, April 20**, and join the Board at its first meeting of the year on the following morning, **Sunday, April 21**.

## Documentation Requirement

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:

**Sarvam P., TerKonda, MD, 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, April 20, 2024; 2) 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 Lauren Mitchell, Governance Support Associate, at [lmitchell@fsmb.org](mailto:lmitchell@fsmb.org) or 817-868-4060 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 Ms. Mitchell as outlined above.

## 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 from 2024-2025:

**April 21, 2024 (9-11:30 am)** – Nashville, Tennessee (*immediately following the 2024 Annual Meeting*)

**July 9-13 or 23-27, 2024** – Date/Location TBD (*includes travel days*)

**October 23-26, 2024** – Meeting Site TBD (*includes travel days*)

**February 5-9, 2025** – Scottsdale, Arizona (*includes travel days*)

**April 23, 2025 (approx. 1-5 pm)** – Seattle, Washington (*in conjunction with the 2025 Annual Meeting*)

#### 2024 Board of Directors Hill Visits

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

#### New Directors Orientation

Newly elected directors will be asked to participate in a New Directors Orientation in **June 2024** with the FSMB Chair, President-CEO and Executive Team at the FSMB Eules, Texas offices (*meeting date TBD*). This will be preceded by a one-hour virtual session with FSMB support staff (*date TBD*).

#### Subcommittees of the Board of Directors

All directors will be appointed to one (1) subcommittee of the Board of Directors, which include the Awards, Governance, and Planning Committees. Additionally, three (3) directors will be eligible for election 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. Our newly elected Nominating Committee members are invited to join the incoming Committee Chair, outgoing Committee Chair, FSMB President & CEO, returning members of the Nominating Committee and those who are rotating off the Committee for an informal **Breakfast Social (8:00-8:50 am) on Sunday, April 21, 2024**, immediately following the FSMB's Annual Meeting. The Committee will meet again via videoconference in **August 2024** and **April 2025 (dates TBD)** as well as in person or via videoconference in **January 2025**. 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 2025 Annual Meeting, so they are 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 2015 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 2018. I was elected Vice President in 2019 and have been serving as President since January 2020.

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.

## FSMB STRATEGIC PLAN (Approved May 6, 2023)

### Our Vision

A medical regulatory system in which patients have access to high-quality health care, and the integrity of the practice of medicine is protected.

### Our Mission

To serve as a national voice for state medical boards, supporting them with services and initiatives that promote patient safety, the integrity of the practice of medicine, access to high-quality health care, and regulatory best practices.

### Values

The FSMB, an organization of state medical boards, embraces these equally important values:

**Public Protection:** We promote the health, safety, and welfare of the public by providing outstanding service to the nation's state medical boards, which remains our highest priority.

**Leadership:** We demonstrate accountability, unity of purpose, resilience and commitment as we advance our mission and vision.

**Integrity:** We incorporate honesty, ethical behavior, consistency, open communication and transparency in our activities, seeking to build trust with those we serve.

**Excellence:** We maintain the highest standards of performance and a commitment to continuous improvement while demonstrating adaptability and innovation in developing new products and initiatives.

**Collaboration:** We build strong, mutually beneficial relationships, seeking new partners and opportunities for engagement and participation while placing an emphasis on the value of diversity, equity and inclusion in our work together.

**Service:** We provide timely, responsive, high-quality service to our stakeholders, including our member boards, external partners and the public, continually seeking their input as we strive to meet changing needs.

### Strategic Goals

- **State Medical Board Support:** Serve state medical boards by promoting regulatory best practices and providing operational resources that add to their effectiveness.

- ***Advocacy and Policy Leadership:*** Strengthen state medical regulation through impactful advocacy and policy development.
- ***Engagement:*** Build engagement and participation with state medical boards and other state, national and international organizations and government entities, seeking and advancing shared goals and outcomes.
- ***Communication:*** Raise awareness of the vital role of medical regulation and the work the FSMB, serving as a trusted source of information for state medical boards and the public.
- ***Education:*** Advance understanding of key issues in medical regulation by providing targeted educational programming and resources that meet the needs of state medical boards and the public.
- ***Technology and Data:*** Enhance the FSMB’s data integration and research capabilities, developing technology and data solutions that benefit state medical boards and promote the sharing of valuable information.
- ***Organizational Strength and Excellence:*** Enhance the FSMB’s efficiency, effectiveness and adaptability, strengthening resources in support of its mission while sustaining a diverse, equitable and inclusive workforce.