



APPLICATIONS FOR FSMB COMMITTEES AND WORKGROUPS 2024-2025

Immediately following the FSMB 2025 Annual Meeting on April 24-26, the FSMB's newly elected Chair will finalize appointments for FSMB standing committees (**Audit, Bylaws, Education, Ethics and Professionalism, Finance, Journal Oversight**) and, potentially, for an FSMB special committee(s) and/or workgroup(s). Service on the committees and workgroups will begin in May 2025.

Appointment Application Deadline

Individuals interested in serving on a standing committee, special committee or workgroup, or the Reference or Rules Committee should submit the appropriate application materials no later than **December 15, 2024**.

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** and **Non-Member Subject Matter Experts** also may be appointed to committees and workgroups.

It is important to note in your letter of interest and on the Committee Application Questionnaire any previous experience you may have that would warrant your appointment to a specific group(s).

Responsibilities

The charges and time commitments of the committees/workgroups are provided on pages 3-6.

Documentation Requirements

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

- 1) Letter of interest for **Audit, Bylaws, Education, Ethics and Professionalism, Finance, Journal Oversight and/or an FSMB special committee(s) and/or workgroup(s)** addressed to:

George Abraham, MD, MPH
FSMB Chair-elect

- 2) Letter of Interest for **Reference and/or Rules Committee** addressed to:

Katie Templeton, JD
FSMB Chair

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

Additionally, applicants are asked to complete a very brief Committee Application Questionnaire that can be accessed through this link: <https://www.surveymonkey.com/r/SSP87DX>. If applicable, be prepared to include the year(s) you attended the FSMB Annual Meeting, prior FSMB service, and related state medical board or other service for the position(s) in which you are interested in serving.

Documentation Submission

Your letter and CV/bio will need to be submitted **electronically** to Lauren Mitchell, Manager, Board of Directors Liaison and Governance Support, at lmitchell@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 two business days**. If you do not receive confirmation, or for questions, please contact Ms. Mitchell by email.

FEDERATION OF STATE MEDICAL BOARDS
Responsibilities of Standing Committees, Special Committees/Workgroups

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 videoconference one to two times during the year for 30-90 minutes for each meeting.

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 Medical Boards. Upon receiving requests, the Committee drafts Bylaws language that is appropriate in style and placement. The Bylaws Committee members also may 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 Medical 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 videoconference.

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 other educational offerings.

Tasks of the Committee include:

1. Providing consultation and recommendations in the development and review of the FSMB's Annual Meeting educational program.
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 educational activity.
6. Ensuring 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 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 FSMB Member 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 Member 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 videoconference. The frequency of the 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 videoconference in the winter and possibly other meetings as determined by need.

Journal Oversight Regulation

The charge of the Journal Oversight Committee, as currently set forth in the FSMB Bylaws, Article VIII, Section D, is to ensure the editorial independence of the *Journal of Medical Regulation (JMR)*, offer strategic guidance and work directly with the *JMR* Editor-in-Chief.

Tasks of the Committee include:

1. Providing strategic oversight/guidance to the *JMR*
2. Ensuring editorial independence of the *JMR*
3. Receiving and reviewing the annual report of the *JMR* EIC
4. Reviewing and offering suggestions for a proposed annual budget for *JMR*
5. Approving appointment/selection process to the Editorial Board
6. Reviewing metrics and performance data for the *JMR*

TIME COMMITMENT

Members of the Journal Oversight Committee serve staggered three-year terms and are limited to two full terms. The Committee will meet in person or via videoconference periodically during the year.

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/or via videoconference, and continue their work for one or two years. Special Committees and/or Workgroups with their charges for 2024-2025 are to be determined.