ASOA GOVERNING BOARD OF DIRECTORS
2015 NOMINATION FORM

Return form by email (susan@asoa.org) or fax (703-547-8827), no later than November 24, 2014

General Information: The ASOA Governing Board of Directors has the responsibility for the supervision, control and direction of ASOA. Meetings are held monthly via conference call. In person Board meetings are held at the ASOA Annual Congress and at ASOA Headquarters during the summer. Incoming 2015 Board members should plan on attending the April 2015 Board meeting in San Diego, CA which is scheduled for 10 am – 2 pm, Thursday, April 16th.

Eligibility for Office
ASOA members are eligible to serve on the ASOA Governing Board of Directors provided they are either (1) a COE (Certified Ophthalmic Executive) in good standing or (2) hold both a bachelor’s degree and five years of experience in ophthalmology. Members classified as consultant, vendor, specialty or retired are not eligible to serve on the Board.

Nominations Process
Nominations are screened and a slate is selected by the ASOA Nominating Committee, which is chaired by the Immediate Past President and appointed by the ASOA Board. The objective of the selection process is to ensure that the Board reflects the general ASOA membership. Submission of a nomination form does not guarantee a spot on the election slate. The slate of nominees is voted on by the ASOA general membership. Newly elected Board member(s) assume office on April 16, 2015 at the ASOA Symposium & Congress in San Diego, CA and should plan on attending the Board of Directors meeting in San Diego on April 16, 2015.

NOMINEE INFORMATION

Candidate’s Name: ___________________________________________________________________________
Telephone #: _______________________________ Fax #: __________________________________________
E-mail: _____________________________________________________________________________________
Practice Name: ______________________________________________________________________________
Address: ___________________________________________________________________________________
City: ________________________________ State: ______________________ Zip: ______________________

Credentials
Are you a COE? Yes ______ No ________ Bachelor’s Degree? Yes ______ No _______

Experience
Number of years in medical management: ________ Number of years in ophthalmology: ______
Current Employer

Number of satellite offices: ______  Total number of staff in practice: ______  Number of staff supervised: ______

Number of ophthalmologists in practice: ______  Number of optometrists in practice: ______

Optical Shop: _____Yes     _____No  ASC: _____Yes     _____No

Subspecialty(s): __________________________________________________________________________________

AFFILIATIONS

Other groups affiliated with: □ MGMA □ OOS □ AAOE □ Other: ________________________________

Do you hold a leadership position or serve on any committee with any other practice management association? No □ Yes □

What Association/Position? _______________________________________________________________________________

ASOA leaders may not hold committee, board or other leadership positions (including instructor positions) within the American Academy of Ophthalmic Executives (AAOE) due to conflict of interest.

A conflict of interest may exist if a candidate holds an elective office or a position of responsibility in an organization with essentially the same mission as ASOA. ASOA board members are required to sign a Confidentiality Agreement prior to taking office. The Board, in its sole discretion, may disqualify a member from serving if the Board considers the conflict of interest could affect the Board member’s impartiality or ability to carry out required duties and responsibilities.

FINANCIAL INTEREST

As a sponsor accredited by the Accreditation Council on Continuing Medical Education, ASCRS•ASOA must ensure balance, independence, objectivity, and scientific rigor in all its activities.

Board members must disclose any financial interest or relationship with the manufacturer(s) of any commercial product(s) and/or provider(s) of commercial services related to ophthalmology. Financial interest can include such things as grants or research support, consultant, major stockholder, member of speakers’ bureau, financial relationships held by spouse, etc.

Please disclose any such relationships: _______________________________________________________________________

ASOA INVOLVEMENT

Please identify which ASOA activities you have participated in during the past three years. (Be sure to indicate which year(s) you participated in which each activity.)

Committee or Task Force Member: ___________________________________________________________________________

Annual Meeting Attendance: _______________________________________________________________________________

Annual Meeting Speaker: _________________________________________________________________________________

Annual Meeting Roundtable Facilitator: ______________________________________________________________________

Administrative Eyecare Writer: ______________________________________________________________________________

Other: __________________________________________________________________________________________________

ATTACHMENTS (REQUIRED)

The following items must be submitted with your nomination form:

• Resume and Photo
• Summary Statement to include your current job responsibilities (including specific management and/or leadership experience and personal strengths), and reasons for seeking election to the ASOA Board of Directors.

RETURN

Form should be returned by email (susan@asoa.org) or fax (703-547-8827), no later than November 24, 2014.

QUESTIONS?

Contact Susan Younker at susan@asoa.org or 703-788-5777.

Nominee Signature_____________________________________________________ Date____________