Return form by email (susan@aso.org) or fax (703-547-8827), no later than December 16, 2016

General Information: The ASOA 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 spring/summer. Incoming 2017 Board members should plan on attending the May 2017 Board meeting in Los Angeles, CA which is scheduled for 10 am – 2 pm, Thursday, May 4th.

Eligibility for Office
ASOA members are eligible to serve on the ASOA 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, and 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 composition 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 May 4, 2017 at the ASOA Symposium & Congress in Los Angeles, CA and should plan on attending the Board of Directors meeting in Los Angeles on May 4, 2017.

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  □ OESS  □ 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 December 16, 2016.

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

Nominee Signature_____________________________________________________ Date____________