**2023/2024 Board of Directors and Nominating Committee Interest Form and Questionnaire**

**Submissions due November 14, 2022 at 11:59 pm**

Submit this form and all required attachments to Christen Whittington by **November 14th, 2022**. Please review the AASM Conflict of Interest Policy before volunteering. Only voting members may serve on the AASM Board of Directors.

**Nominee To-Do List:**

1. Login to your AASM member profile. Make sure your affiliations, contact information and diversity, equity and inclusion data are up to date and complete.
2. Complete all four sections of this form.
3. Return your paperwork to Christen Whittington via email: [cwhittington@aasm.org](mailto:cwhittington@aasm.org). These documents will be provided to the nominating committee for review.
   1. Interest Form and Questionnaire
   2. [COI Disclosure Form](https://aasmorg.sharepoint.com/:w:/s/AASMBoardofDirectors/EXmyFCa3Is9JhYSRk_f0VEgBpoS44sPel39MAUjoTe5ZeA?e=cYQMSK)
   3. CV, Resume, or Bio-Sketch

**Section 1: Contact, Disclosures and Specialty Information**

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| **Contact Information** | |
| Name: | Preferred Mailing Address: |
| Member Number: |
| Email Address: |
| Preferred Telephone Number: |

**Primary Specialty:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Pulmonary Medicine | Neurology | Psychiatry | Otolaryngology | Nursing |
| Pediatrics | Internal Medicine | Psychology | Research | Anesthesiology |
| Family Practice | Dentist | Child Neurology | Pediatric Pulmonary | Other \_\_\_\_\_\_\_\_\_ |

**Patient Mix:** Please note what percentage of your patients are adult vs. pediatric

**Adults\_\_\_\_\_\_% Pediatrics \_\_\_\_\_\_%**

**Sleep Disorders Mix:**  What estimated percentage of your work involves treatment of the following sleep disorders:

**Sleep Related Breathing Disorders\_\_\_\_\_\_% Circadian Rhythm Sleep-Wake\_\_\_\_\_\_%**

**Central Disorders of Hypersomnolence\_\_\_\_\_\_% Parasomnias\_\_\_\_\_\_%**

**Sleep Related Movement Disorders\_\_\_\_\_\_% Insomnia \_\_\_\_\_\_%**

**Other \_\_\_\_\_\_%**

**Payer Mix:**  Please note your estimated payer mix (if known):

**Medicare\_\_\_\_\_\_% Medicaid\_\_\_\_\_\_% Private Payer\_\_\_\_\_\_% Other\_\_\_\_\_\_%**

**State Medical Licensing Board Disclosures:**

1. Have any disciplinary actions been threatened, initiated or are any pending against you by a state licensure board? If yes, please describe.
2. Has your license to practice in any state ever been denied, limited, suspended or revoked, diminished, not renewed, relinquished (whether voluntarily or involuntarily) or are any proceedings currently pending which may result in such action? If yes, please describe.

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| **Please provide a brief overview of your leadership activities within the AASM (300-word maximum).** |
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**Required Attachments:**

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| --- | --- | --- |
| CV Summary, bio-sketch\* or resume (2-page max) | Conflict of Interest Disclosure Form\*\* | BOD/NC Interest Form |

\*Sample bio-sketch on page 7

\*\*Download PDF separately

**Section 2: Questions for Prospective Board Members / Nominating Committee Members**

To assist the Nominating Committee and Board of Directors in their effort to identify applicants who will provide the best fit for the AASM and the needs of the Board and Nominating Committee in the years to come, please answer each of the following questions. Suggested word length for each question is 100-250 words. We ask that you do not exceed 300 words in any of your responses.

Please write one sentence to a few paragraphs in response to each of the following questions, to assist the Nominating Committee and Board of Directors in their effort to identify applicants who will provide the best fit for the AASM and the needs of the Board and Nominating Committee in the years to come.

1. Which position(s) are you applying for:

|  |  |
| --- | --- |
| Board of Directors | Nominating Committee Both |
|  |  |

1. How would you briefly describe your leadership style?
2. Why do you wish to join the AASM Board of Directors and/or Nominating Committee and what attributes (e.g., experiences, skills, traits) do you possess that you believe would positively impact the Board/Nominating Committee?
3. What are the main areas that you feel the AASM could improve upon?
4. As you look ahead to the next several years, what do you think the AASM should prioritize to serve its membership best?
5. Is there anything else not covered in the questions above that you would like the Nominating Committee and the Board to know in considering you for this position?

**Section 3: Leadership Profile**

Please review the nine board leadership competencies (below). Choose **three** that you feel represent your greatest strengths. Comment on how you feel these qualities would positively impact your ability to fulfill a leadership role on the board. Please limit your responses to 200 words or less for each of the 3 chosen strengths.

**1. Knowledge of the Organization**

Having and using knowledge of systems, situations, pressures, and culture inside the organization to identify potential organizational problems and opportunities; perceiving the impact of decisions on other components of the organization through

* understanding and using organizational policies and systems to solve problems
* anticipating impact of actions on other groups

**2. Developing, Communicating, and Sustaining a Vision**

Creating and achieving a desired future state (vision) through influence on organizational values, individual and group goals, reinforcements, and systems by

* defining a desired future state
* communicating direction with enthusiasm
* gaining commitment to vision and values

**3. Integrity /Responsibility/ Accountability**

Maintaining and promoting social, ethical, and organizational norms in conducting internal and external business activities by

* sharing complete and accurate information
* maintaining confidentiality
* adhering to policies and regulations
* meeting personal commitments and promises
* setting high performance standards

**4. Negotiation**

Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance by

* exploring others' needs, concerns, and positions
* keeping discussions issue oriented
* seeking win-win solutions

**5. Communication**

Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience through

* expressing thoughts clearly
* soliciting ideas, suggestions and opinions from others
* listening to all points of view with an open mind

**6. Teamwork/Collaboration**

Working effectively with team or work groups or those outside formal lines of authority to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus by

* exchanging information freely
* supporting group decisions
* putting group goals ahead of individual goals

**7. Leadership/Motivating Others**

Using appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved through

* focusing on the situation, not the person
* asking for and gaining commitment to action
* mutually agreeing on accomplishments

**8. Innovation**

Generating creative solutions to work situations; trying different and novel ways to deal with organizational issues and opportunities by

* approaching job with imagination and originality
* generating novel solutions
* suggesting new ways to apply existing knowledge

**9. Judgement/Problem Solving**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information; taking into consideration resources, constraints, and organizational value in all decisions by

* considering alternatives
* considering all pertinent facts
* weighing pros and cons or impact of alternatives

**Section 4: Technical Skills Assessment**

Please put one “X” per row in the skill level you feel most appropriately represents your knowledge, expertise, and experience in the particular skill. If you have no experience or knowledge of a skill, please put the “X” in the “None” column.

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| --- | --- | --- | --- | --- |
|  | **Skill Level** | | | |
| **Skills** | **None** | **Low** | **Medium** | **High** |
| Technology Innovation |  |  |  |  |
| Artificial Intelligence |  |  |  |  |
| Telemedicine |  |  |  |  |
| Social Media |  |  |  |  |
| Value-Based Medicine |  |  |  |  |
| Advocacy / Government Relations |  |  |  |  |
| Coding / Compliance |  |  |  |  |
| Payor and Reimbursement Policies |  |  |  |  |
| Graduate Medical Education |  |  |  |  |
| Advanced Practice Provider Training |  |  |  |  |
| Scientific Research |  |  |  |  |
| Clinical Guideline Development |  |  |  |  |
| Quality Measures (eg MIPS) |  |  |  |  |
| Patient Advocacy / Engagement |  |  |  |  |
| Accreditation Process and Policies |  |  |  |  |
| Business Acumen |  |  |  |  |
| Financial Management |  |  |  |  |
| Legal Competency / Risk Analysis |  |  |  |  |
| HR Policies and Benefits |  |  |  |  |
| Compensation / Succession Planning |  |  |  |  |
| Application of DEI Knowledge |  |  |  |  |
| Strategic Planning |  |  |  |  |
| Certification Exam Development |  |  |  |  |
| Fundraising / Development Activities |  |  |  |  |
| Mentoring / Training / Teaching |  |  |  |  |
| Community Outreach |  |  |  |  |
| Public Health |  |  |  |  |
| Quality Improvement |  |  |  |  |

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|  | BIOGRAPHICAL SKETCH TEMPLATE **Provide the following information for the AASM volunteer**  **or provide a current CV or resume** | | | |
| NAME | POSITION TITLE | | | |
| ORGANIZATION |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)* | | | | |
| ORGANIZATION AND LOCATION | | DEGREE  *(if applicable)* | MM/YY | FIELD OF STUDY |
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1. Personal Statement
2. Involvement with the AASM
3. **Positions and Honors**
   1. Positions and Employment
   2. Other Experience and Professional Memberships
   3. Honors
4. **Selected Peer-reviewed Publications**
5. **Funded Research**