



Training Administrators of
Graduate Medical Education

Title: Annual Statement of Understanding (for BOD members)

Effective Date: November, 2017 Revision Date: April, 2020

STATEMENT OF UNDERSTANDING

As a volunteer member of the National Board for the Certification of Training Administrators in Graduate Medical Education (TAGME) Board of Directors, I am fully committed and dedicated to the organization's mission and understand that my duties and responsibilities include the following:

- Know and effectively articulate the purpose, goals, and current policies of TAGME.
- Attend 75% of scheduled BOD conference calls annually.
- Attend the Annual Board of Director's meeting each year; attendance at Retreats is optional.
- Participate (if needed) on a standing committee or task force.
- Participate in establishing and enforcing organizational policies.
Be an active TAGME Ambassador within a specialty coordinator's group or social media platform; answering questions, and actively promoting the goals of the organization.
- Maintain confidentiality of TAGME matters including but not limited to all assessment documents and answer keys, appeal files, records or correspondence of Board actions, personal applicant data or individual applicant assessment outcomes, or content and discussions that occur during TAGME conference calls.
- Not engage in any current or potential personal or financial activities that create an actual or potential Conflict of Interest including a compensation arrangement, as defined in the Conflict of Interest Policy with TAGME or other associated specialty or organization. Further, should such a conflict arise I will fully disclose the circumstance to the Executive Committee of the TAGME Board of Directors in writing within 30 days.
- To provide to the Executive Committee a 30-day written notice of resignation in the event of inability to complete term.

TAGME agrees to provide to all Board of Director members:

- Ample notice via e-mail of BOD conference calls and meetings.
- Minutes of BOD and Executive Committee conference calls.
- Relevant information and resources to conduct and execute BOD duties and responsibilities.
- Payment or reimbursement of qualifying travel expenses up to \$1,000.00 to attend Board of Directors meetings as detailed in TAGME's *Policies and Procedures*.
- Full reimbursement of all approved expenses incurred conducting TAGME business.
- Respect for his/her time and talents.

Signature: _____ Name (print): _____

Term: _____ Email: _____