



Training Administrators of  
Graduate Medical Education

## NOMINATION FORM 2021

### INFORMATION

TAGME is currently seeking nominations for Committee and Board of Directors positions. The length of term is two years (September 1 to August 31). Please review the attached Board of Directors overview and individual committee descriptions and indicate your preference(s) below. Nomination forms will remain on file for 1-year. Nominees will be contacted to confirm interest and willingness to serve.

**NOMINATIONS MAY BE SUBMITTED THROUGH 7/11/2021.** Results will be available in early August.

- **Board of Directors (General)**
  - **3 positions available**
  - Basic qualifications
    - Currently TAGME certified
    - Held TAGME certified for at least 3-years
- **Board of Directors (Executive Committee member)**
  - **1 position available – Secretary**
  - Basic qualifications
    - Currently TAGME certified
    - Held TAGME certified for at least 3-years
    - Served as a TAGME Board of Directors or Committee member within the immediately previous 2-years
- **Committees**
  - **Applications – 2 positions available**
  - **Marketing – 3 positions available**
  - **Nominations – 1 position available**
  - Basic qualifications
    - Currently TAGME certified
    - Held TAGME certification for at least 3-years

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**NOMINATION INSTRUCTIONS**

- Complete all information requested.
- Submit only one nomination per form.
- Peer nominees will be asked to submit further information to the Nomination Committee prior to placement on the ballot.
- If self-nominating, please submit current CV and photo.

Currently TAGME Certified:  Yes  No      C-TAGME Expiration Year: 20\_\_\_\_

Have PD and/or Institutional Support:  Yes  No

Indicate preference:

- Board Member (General)     Board Member (Executive Committee Secretary)
  
- Committee Member     Applications     Marketing     Nominations

**SUBMITTED BY (NOMINATOR):** Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CANDIDATE (NOMINEE) INFORMATION:** (Following information **not required** for self-nominations)

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Specialty: \_\_\_\_\_ Work Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Personal Email: \_\_\_\_\_

**Briefly highlight any special qualifications to serve in this role:**

**Please submit this nomination to [info@tagme.org](mailto:info@tagme.org) by July 10, 2021.**



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<b>Title: Board of Directors</b>	
<b>Section I: Introduction</b>	<b>Policy # I-002</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: April 2020</b>

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## **BOARD OF DIRECTORS**

The Board of Directors consists of the Executive Committee, 12 Board members and 6 Committee Chairs.

### **Qualifications:**

All members of the Board of Directors must be currently TAGME certified. Term of office is September 1 to August 31. Members will serve a single, 2-year term; Executive Committee members and Committee Chairs will serve as BOD members for the 2-year position term. Once a committee member has fulfilled their term (and not ascending to the BOD or EC), they rotate off. BOD members who have fulfilled their term (and not ascend to the EC position) will rotate off.

Appointment to the Board of Directors: upon receipt, the Nomination Committee will review applications within 30 days. See Policy # III-007 for full process.

Vacancies on the Board will be filled using the process outlined in Policies #III-007 and I-003.

### **Duties:**

1. Ensure a comprehensive level of services, training, knowledge, and leadership for the organization.
2. Perform all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by the Bylaws.
3. Appoint and remove, employ, and discharge, and, except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all Officers, agents and employees of TAGME.

### **Voting Rights:**

For TAGME Board of Directors business that requires a vote, all members are eligible to vote. President serves as tiebreaker.

### **Statement of Understanding:**

TAGME requires that all members of the Board of Directors adhere to maintaining confidentiality regarding information acquired during the management of TAGME certification and procedures. Further, members of the Board of Directors will be required to annually disclose any actual or potential conflict of interest.

### **Breach:**

Any circumstances indicating a breach of the TAGME Confidentiality Statement/Conflict of Interest Statement, whether perceived or actual, will be brought before the Executive Committee for investigation. Upon determination a breach has occurred, the Executive Committee may take the following actions:

- a. Suspension of the C-TAGME credential for the remainder of the member's active status but may apply for MOC at the appropriate time and with all qualifications satisfied.
- b. Revocation of the C-TAGME credential for 5 years. Member may apply as an initial candidate at that time.
- c. Permanent revocation of the C-TAGME credential.

Notification of the Executive Committee's action regarding the breach will be sent to the member within 7 days of the committee's decision.

**Compensation:**

Directors shall serve without compensation.



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<b>Title: Applications</b>	
<b>Section III : Committees</b>	<b>Policy # III-002</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: April 2020</b>

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### Purpose

The Applications Committee shall be responsible for reviewing and approving applications received for either initial certification, maintenance of certification or retake applications. On an annual basis, the Committee will review and update the Certification Guide and present it to the Executive Committee.

### Operational Guidelines and Procedures

The Applications Committee will periodically meet via conference call or email to discuss any topics relevant to the application process including, but not limited to, changes to the application format or decisions regarding eligibility. Members of the Applications Committee will thoroughly review initial and maintenance of certification applications for eligibility. Each application will be reviewed by two members of the Committee.

The Applications Committee Chair will have final authority to approve or deny any initial or MOC candidate and may seek input from the Executive Committee on such decisions. At the conclusion of the application acceptance period, the Applications Chair will report to the Executive Committee the total number of initial applicants, MOC applicants, retake applicants and any unresolved issues with outstanding applications.

### Membership

The Applications Committee shall consist of a membership deemed sufficient by the Applications Committee Chair to successfully execute the duties in a consistent and expedient manner for the upcoming application cycle. The number of members may fluctuate annually based on the needs of the organization. Membership is open to currently certified coordinators in good standing.

### Succession

To ensure continuity, the Applications Committee Chair shall serve one cycle as Co-Chair: two cycles as Chair: one cycle as post-Chair. The Co-Chair and Post-Chair serve as non-voting members



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<b>Title: Assessment</b>	
<b>Section III : Committees</b>	<b>Policy # III-003</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: April 2020</b>

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## **Purpose**

The Assessment Committee shall provide oversight for the annual review and revision of the certification assessment tools and to ensure that these tools conform to TAGME standards:

1. Initial Assessment Tool
2. Initial Assessment Answer Key
3. Maintenance of Certification Tool
4. Maintenance of Certification Answer Key

At least annually, the committee will review data from the post assessment analyses to ensure accuracy of the above-mentioned assessment tools.

## **Operational Guidelines and Procedures**

This committee is responsible for the annual review and revision of all assessment tools used for certification by TAGME. Committee members should be familiar with the ACGME policies and procedures, common and institutional program requirements, and the policies and procedures. This committee must be vigilant in assuring that the tools represent the approved requirements in effect at the time of the assessment.

The Assessment Committee is responsible for assuring the tools and answer keys used to assess certification candidates contain correct, up-to-date information, and that formatting and numbering of the tool and the answer key match. Upon completion, the committee will present the tools to the President and Vice President for final review and their recommendations at the annual TAGME Board of Directors meeting. Copies of the final tools will be archived in permanent, secure files.

## **Membership**

The Assessment Committee shall consist of at least five members including the chair as appropriate to serve on this committee.



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<b>Title: Finance</b>	
<b>Section III: Committees</b>	<b>Policy # III-004</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: August 2019</b>

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### **Purpose**

The Finance Committee shall monitor TAGME revenue, expenditures, and prepare an annual budget for TAGME review and approval. The Committee shall analyze and submit recommendations to the Board of Directors regarding the financial impact of policies, practices, and procedures.

### **Operational Guidelines and Procedures**

The TAGME fiscal year runs from September 1 – August 31. The Committee will prepare an annual budget for the next fiscal year for review and approval by the Board of Directors during the Annual Board of Directors Meeting. The Committee will review revenue and recommended expenditures of \$1,000 or greater during the course of the fiscal year.

### **Membership**

The Finance Committee shall consist of at least three members with the Treasurer of TAGME serving on this Committee in a non-Chair position. The Past President will be a standing member on this committee.



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<b>Title: Marketing</b>	
<b>Section III: Committees</b>	<b>Policy # III-005</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: April 2020</b>

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### **Purpose**

The Marketing Committee shall develop strategies on how to promote the organization, generate interest and communicate information to TAGME members, and potential members to increase exposure and awareness of the organization. The Committee will maintain the website and prepare newsletters to membership.

Committee shall analyze and submit recommendations to the Board of Directors regarding marketing policies, practices, and procedures. Committee will prepare an annual marketing budget.

### **Operational Guidelines and Procedures**

Committee assists with reviewing TAGME's website and promotional materials during the course of the fiscal year. An annual budget for the next fiscal year shall be prepared for TAGME review and approval during the Annual Board of Directors Meeting.

Committee shall recommend TAGME Board approval of:

1. Develop and propose marketing strategies.
2. Prepare and report on annual surveys.
3. Fees, per diems, and other expenses as part of the marketing process.
4. Listserv development and maintenance.
5. Updates to website involving communication

### **Membership**

The Marketing Committee shall consist of a Chair and at least four members with oversight by the President of TAGME.





<b>Title: Nominations</b>	
<b>Section III: Committees</b>	<b>Policy # III-006</b>
<b>Effective Date: November 2017</b>	<b>Revision Date: April 2020</b>

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### **Purpose**

The Nominations Committee shall recommend candidates for election to the Board of Directors and Committees of TAGME.

### **Operational Guidelines and Procedures**

Active members of the Nominating Committee are not eligible for nomination as a candidate for election to an Executive Committee position.

The Nominations Chair will email general membership for interest in open positions. The Nominations Committee will review all applications and will submit names of recommended candidates to Chairs of Committees and/or Board of Directors. The Executive Committee will select the most qualified, experienced candidates for the open BOD positions and present the candidate(s)'s CV and picture to the Board of Directors for approval by majority vote at the next scheduled or called Board Meeting. The Committee Chair will select most qualified, experienced candidates for open committee positions.

Applications not immediately used will be kept on file for any unexpected vacancies for a period of one year.

### **Membership**

The Nominations Committee shall consist of three members with the Immediate Past President serving as Chair.