



# Training Administrators for Graduate Medical Education TAGME

## NOMINATION FORM \_\_\_\_\_ [enter year]

We welcome a nomination of yourself or a colleague for a volunteer position in the TAGME organization.

### NOMINATION INFORMATION:

We are currently seeking nominations for Committee Members and Board of Directors. The length of term is two years (September 1 to August 31). Please review the attached Individual committee descriptions and indicate your preference(s) below. Nomination forms will remain on file for 1-year. You will be contacted if/when positions become available.

Currently TAGME Certified

Expiration Year

Have PD and/or Institutional Support

Board Member

Committee Member

Name of Committee

- Submit only one nomination per form.
- Nominees must be an active member.
- Peer nominees will be asked to submit further information to the Nomination Committee prior to placement on the ballot.
- If self nominating, please submit CV

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

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

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

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

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

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

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

Briefly highlight any special qualifications to serve in this role:

Please add photo here, if available

Please submit your nomination to [info@tagme.org](mailto:info@tagme.org)



Training Administrators of  
Graduate Medical Education

<b>Title: Applications</b>	
<b>Section III : Committees</b>	<b>Policy # III-002</b>
<b>Effective Date: November, 2017</b>	<b>Revision Date: May, 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 year as Co-Chair: two years as Chair: one year as Post-Chair. The Co-Chair and Post-Chair serve as non-voting members.



Training Administrators of  
Graduate Medical Education

<b>Title: Assessment</b>	
<b>Section III : Committees</b>	<b>Policy # III-003</b>
<b>Effective Date: November, 2017</b>	<b>Revision Date: May, 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.

## **Succession**

To ensure continuity, the Assessment Committee Chair shall serve one year as Co-Chair: two years as Chair: one year as Post-Chair. The Co-Chair and Post-Chair serve as non-voting members



Training Administrators of  
Graduate Medical Education

<b>Title: Marketing</b>	
<b>Section III: Committees</b>	<b>Policy # III-005</b>
<b>Effective Date: November, 2017</b>	<b>Revision Date: May, 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.

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

## **Operational Guidelines and Procedures**

The 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.

The 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**

To ensure continuity, the Assessment Committee Chair shall serve one year as Co-Chair: two years as Chair: one year as Post-Chair. The Co-Chair and Post-Chair serve as non-voting members



Training Administrators of  
Graduate Medical Education

<b>Title: Nominations</b>	
<b>Section III: Committees</b>	<b>Policy # III-006</b>
<b>Effective Date: November, 2017</b>	<b>Revision Date: May, 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 committee positions. The Nominations Committee will review all applications to confirm qualifications and will submit names of recommended candidates to Chairs of Committees. 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. The Chair is a non-voting position.