

November 14, 2022

## **SACME NOMINATIONS AND AWARDS COMMITTEE ISSUES**

Members: Betsy Williams (Chair), Kim Northrip (President-Elect), Bill Rayburn (1<sup>st</sup> of 2 Past Presidents), Deborah Samuel (2<sup>nd</sup> of 2 Past Presidents), Laura Werts (Secretary), Joyce Fried (SAC Chair), (3 At Large Members Betsy to nominate to the committee), Julie White (as Leading Liaison of the Regional Representatives), Martin Tremblay (Scholarship Chair as ex-officio) David Wiljer (President as ex-officio) Mik Bauer, Executive Director

### **Awards Process and Timeline**

#### **Dave Davis Award for Research in Continuing Medical Education**

November: Announcement (must be SACME member) with forms sent electronically to all SACME members individually, Pulse Points, and part of the annual meeting announcements.

End of November: Be available to answer any questions relating to this award

December: Closure of submitting nomination forms by December 9, 2022, for the Nominations Committee to review. [May extend to Dec 15]

End of January/Early February: Review nominees by Nominations Committee and meet to select the best nominee. Be prepared to meet again in one week if final decision has not been made. Present selection at the February Board meeting. Notify the award recipient and other nominees before the end of February.

March: Recipient honored during the SACME Virtual meeting by SACME President.

#### **Distinguished Service Award in Continuing Medical Education**

November: Announcement (must be SACME member) with forms sent electronically to all SACME members individually, Pulse Points, part of the annual meeting announcements.

End of November: Be available to answer any questions relating to this award

December: Closure of submitting nomination forms by December 9, 2022 for the Nominations Committee to review. [May extend to Dec 15]

End of January/Early February: Review nominees by Nominations Committee and meet to select the best nominee. Be prepared to meet again in one week if a final decision has not been made. Present selection at the February Board meeting. Notify the award recipient and other nominees before the end of February.

March: Recipient honored during the SACME Virtual Meeting by SACME President.

### **Nominations Process and Timeline**

Open Board Positions for Nominations Committee involvement: Vice President, Treasurer, Western Regional Award, Secretary

November: Discuss with Executive Committee, prepare call for nominations announcement letter. Nominations/Awards Chair to prepare brief descriptions of these open positions. Send call for nominations announcement to all SACME members by email, Pulse Points, and part of the annual meeting announcements with deadline of November 30. Descriptions of the responsibilities of the President-Elect are available, while there are none for the Vice President. My assumption is that this person is to fulfill other responsibilities and duties as assigned by the President and President-Elect.

November: Bostrom arrange meeting with Nominations Committee to discuss their responsibilities on the committee. Receive names of nominees for President-Elect and Vice President positions by November 30.

December: Chair informed about results and sends information to SACME executive committee; nominated individuals confirmed; chair supporter prepares ballot to be sent to SACME membership by mid-December.

End of January/Early February: Chair announces to all SACME members about electronic ballot with a January 31 deadline; results reported to chair who assesses results and notifies executive officers, nominating committee, and winners and nominees.

March: Chair prepares slides to notify Board and members at annual business meeting. New officers will assume their responsibilities at the annual meeting.

### **Other Nominations beyond the Nominations and Awards Committee**

Nomination for the Academy of Fellows new member(s) will be by the SACME President (David Wiljer) by mid-December and not require Nominations and Awards Committee awareness or approval before consideration and approval at the February SACME Board meeting.

Selection of any vacant board positions (committee chairs, regional reps) is by the SACME President (David Wiljer) and not the responsibility of the Nominations and Awards Committee

In consultation with the Academy Steering Committee, the Academy Chair (Betsy Williams) is responsible for selecting new and outgoing members for the Steering Committee. This does not require the Nominations and Awards Committee; instead, it is voted upon and approved by the Board at the January or February meeting. I recommend that this vote be taken at the January 2023 Board meeting.

The outgoing President (David Wiljer) becomes a new Academy Fellow and Chair of the Steering Committee. This does not involve the Nominations and Awards Committee but requires approval by the Board of Directors. I recommend that this be done at the January 2023 Board meeting.