



CALL FOR NOMINATIONS

CMSA Board of Directors

Open positions for 2021: President-Elect, Secretary, and Two (2) Directors

Term Begins: June 2021

As the leading case management membership association, CMSA serves multiple purposes. These include providing professional collaboration across the healthcare continuum and advocating for patients' wellbeing. CMSA is also dedicated to improving health outcomes by fostering case management growth and development, impacting health care policy, and providing evidence-based tools and resources.

Case managers are patient advocates who help their clients understand their current health status and assist them in finding out what they can do about it. They also help patients understand why those treatments are important. In this way, case managers are catalysts who help guide patients and provide cohesion to the other health care professionals on the delivery team. All this enables clients and their families to achieve goals more effectively and efficiently.

CMSA's BOD consists of individuals who possess extensive experience with diverse perspectives. Each year, members are sought from all disciplines and perspectives, those who have the expertise and desire to serve and represent CMSA as a whole. For additional information on requirements and expectations, please see the "*Position Descriptions*".

CMSA is looking for individuals who:

1. Are recognized leaders
2. Have demonstrated expertise and experience
3. Are willing to serve, if elected, and willing to commit the necessary time, energy, and effort to participating in CMSA activities

Nominees should provide information on their relevant expertise and experience, previous and/or current work with CMSA, and previous BOD experience outside of CMSA. Candidates' names will be available only to the CMSA Nominating Committee and BOD, and only the names of the slated individuals will be released publicly.

The CMSA BOD may host up to 3-4 face-to-face Board meetings each year, with additional work conducted by conference calls and emails, as necessary.

Currently, travel expenses for meetings are reimbursed, and conference registration fees are waived. Two Board are meetings held in conjunction with CMSA's Annual Conference. Board members are not compensated for their service.

Responsibility of BOD

Directors of CMSA will follow and/or establish strategic and tactical goals to further CMSA's mission and will oversee the organization's policies, programs, and financial management to ensure effective and efficient operations.

Minimum requirements to run for BOD:

1. Is current on membership dues and has been a CMSA member for at least three (3) of the past five (5) years for Executive Committee Member, and at least two (2) of the past five (5) years for Director Position as of the time of nominations closing date. (*Executive Committee Members: Pres-Elect, President, Past-Pres, Secretary, and Treasurer*).
2. Prior service to the CMSA National Board cannot exceed four (4) consecutive years. (*Pres-Elect may seek office as his/her fourth year even though this three-year term will exceed four years*).

If running for Treasurer, you must be able to demonstrate either a degree in Accounting or graduate degree in Business, and experience in managing and/or creating department or corporate budgets.

If running for President-Elect, you must be able to demonstrate Management / Operational Experience, and have served previously on the CMSA National Board.

Nominations Committee:

CMSA's Nomination Committee is charged with presenting nominees to the membership that provides varied professional backgrounds, to include the following:

1. Healthcare disciplines, clinical expertise, business experience and educational preparation
2. Diverse practice settings
3. Broad geographic representation
4. Professionalism, accuracy, and attention to detail in submitted documents
5. A candidate running for President-Elect has:
 - a) *Demonstrated Management/Operational experience in work history*
 - b) *Has served on the CMSA National Board, and*
6. A candidate running for Treasurer, has experience and a degree in accounting or graduate degree in business
7. Other considerations that committee may deem appropriate to review

CMSA's Nomination Committee is also charged with the responsibility of ensuring that there are no conflicts of interest with those seeking a National Board position with CMSA. Some examples include:

1. Individuals serving on a national committee or workgroup that reports to the CMSA National Board.
2. Individuals serving at the National Level, on a Board, Committee or other position of a competing organization, or at the Local Level on a Board of a competing organization.
 - a. Example of a competing organization - ACMA

If elected, individuals in any of the above circumstances understand and agree to step down from the Board, committee or workgroup before serving on the Board of Directors.

CMSA National Board members are required to sign annual Conflict of Interest statements each year.

Required Candidate Submission Information:

Completed **CMSA BOD Nomination Form**, which includes:

1. **“Statement of Interest and Commitment”**
of not more than 500 words that describes professional achievement(s) illustrating your commitment to the advancement of case management, with the emphasis on your personal contributions.
2. **Professional and Leadership Information.** There are several sections to share current work history, education, certifications, and training, professional and community organizations memberships and affiliations with any offices held locally and nationally, presentations on case management (written and live), and publications and awards.
3. **Letter of Recommendation** from a current Board member from your local CMSA Chapter.
4. Signed **“Summary of Board Member Requirements”**

DEADLINE FOR SUBMISSION: Midnight CST, January 17, 2021



NEXT STEPS:

- 1) After submitting your online nomination form, your submission will be reviewed to make sure that it meets all of the criteria to run for office.
- 2) Accepted submissions will be reviewed and scored by Nominations Committee.
- 3) After the Review period is closed, the Nominations Chair will contact you on the status of whether or not you will be slated for the CMSA Board election ballot.
- 4) You should have a final response no later than February 5.
- 5) If you are slated, you will be contacted for additional supporting resources and documentation needed to complete the process. Additional documents include:
 - a. Headshot Photo
 - b. Bio
 - c. Written Campaign Statement (and support recording a verbal campaign statement)
 - d. Conflict of Interest Statement
 - e. Campaign Guidelines Commitment Form
 - f. Verification of credentials (certifications/licensures/degrees)