
2021 FOMA COMMITTEES DUTIES AND RESPONSIBILITIES

Revised: 1/2021

F:\Michelle\FOMA Committee\2021 FOMA Final Committee Duties

The FOMA operates, and addresses issues, through the use of a committee structure. Each committee is chaired by a member of the Executive Committee. The President has authority to appoint a non-Executive Committee member as chair if circumstances warrant such. The appointment of non-Executive Committee Vice Chairs is strongly encouraged. Committee members are appointed by the President and shall serve a one year term at the pleasure of the President. They may be reappointed, but should not serve for more than eight consecutive years. They may serve again on the same committee by sitting out one term. Exceptions to this rule may be granted by the President. Chairs serve one year terms, and may be reappointed at the pleasure of the President. Nothing in this section prohibits the President from appointing or removing an individual from a committee or chair with, or without, cause.

Committee chairs serve as the liaison from their respective committees to the Executive Committee, are intended to be a resource for their committees, and maintain supervision over the activities of each committee. An annual report shall be submitted by each Committee Chair serving as a summation of activities. This report will be presented, in writing and/or verbally, at the Executive Committee and Board of Trustees meetings held in conjunction with the annual convention, at the discretion of the President.

- Medical Education Committee
- Constitution and Bylaws Committee
- Finance Committee
- Membership Committee
- Nominating Committee
- Public Affairs Committee
- Long Range Strategic Planning Committee
- Awards and Scholarships Committee
- Legislative Committee

*FOMA Student District Society & Liaisons (*Not standing committees of FOMA, but are described hereunder)

MEDICAL EDUCATION COMMITTEE

The **MEDICAL EDUCATION COMMITTEE** shall inform the membership of the statutory Continuing Medical Education (CME) requirements. The Committee will work with the FOMA Executive Office to coordinate the FOMA Annual Convention and Mid-Year Seminar activities; consider and invite speakers; solicit and secure educational grants and programs; continually review conference feedback and evaluations; evaluate and address current educational concepts; ensure adherence to current accreditation procedures; and keep abreast of educational forum methodologies.

The Committee will insure that FOMA courses reflect appropriate didactic and clinical training for the subject matter presented and that they are designed to meet specifically stated educational objectives. The Committee, through the Executive Office, will provide all speakers with the necessary information and materials to satisfy CME requirements, including the provision of session objectives. Further, the Committee will review speaker presentations to ensure that they are fair, balanced, impartial, and devoid of promotional information, if approved for CME credit.

The Committee will meet no less than quarterly. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means. The Chair may present a report of the Committee's activities at Executive Committee and/or Board meetings, at the discretion of the President.

CONSTITUTION AND BYLAWS COMMITTEE

The primary responsibility of the **CONSTITUTION AND BYLAWS COMMITTEE** is to recommend revisions to the Constitution and Bylaws of the Association.

The Committee shall draft and/or review all recommended changes. The Chairperson shall present the Committee's deliberations and recommendations to the Executive Committee and Board of Trustees for action.

The Committee will meet no less than annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

FINANCE COMMITTEE

The **FINANCE COMMITTEE** will address such issues as long term association management and planning; investment vehicles and strategies; professional fund-raising; retirement, pension and health programs; compensation and benefits; and other financial transactions of the FOMA.

The Committee will meet no less than bi-annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

The Chair shall work with the FOMA Executive Office to prepare an annual budget, and will present a report of the Committee's activities at Executive Committee and/or Board meetings, as necessary, at the discretion of the President. The Committee shall be chaired by the President-Elect.

MEMBERSHIP COMMITTEE

The **MEMBERSHIP COMMITTEE** shall promote membership in the FOMA and its District and Student District Societies. The FOMA Membership Director, or designee, shall forward all membership applications, and pertinent information, to the Membership Committee for consideration. The Committee shall make recommendations as to the acceptance of each applicant for FOMA membership, or may direct that further information be obtained. Consideration will be given to improve the diversity of the FOMA's membership, without discrimination.

The Membership Committee may also study, consider, and recommend policy relating to building and maintaining membership in the Association; study and recommend a long-range plan of membership activities to meet these goals; review periodically and, if necessary, make recommendations on the current rules, regulations, and qualifications relating to membership; develop a list of membership prospects with assignments for personal contacts to be made by committee members or other members of the Association and staff; and periodically review and make recommendations on methods of increasing membership.

The Committee will meet no less than quarterly. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

The Chair will present a recommendation for action to the Executive Committee and Board of Trustees, at the discretion of the President. The FOMA Executive Office shall maintain all membership records.

NOMINATING COMMITTEE

The **NOMINATING COMMITTEE** shall disseminate a call for candidates to serve on the Executive Committee. This call will be distributed to all members of the Board of Trustees. After careful review of applicants' credentials, experience, and service to the FOMA, the Committee will propose a slate of officers and directors to the Executive Committee for consideration and approval. The Executive Committee, by majority vote, shall determine the slate of Officers and Directors to be presented to the Board of Trustees for consideration and approval. The recommendations of the Nominating Committee shall be circulated to the Board of Trustees at least two weeks prior to the Annual Meeting.

The Committee will meet no less than annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

Members of this Committee will include the Immediate Past President, President, President-Elect, and two non-executive committee Board members. The President will appoint the committee's chair.

PUBLIC AFFAIRS COMMITTEE

The **PUBLIC AFFAIRS COMMITTEE** shall be charged with developing messaging to feature members and educate the public. They will work with the Director of Communications in the office on web, twitter, etc. They will work on developing a regular spotlight of a community physician that can appear in the newswire and on the web (Meet our Members / Spotlight on our members...). This will help our physicians market to their peers and the public and should be a member benefit.

LONG RANGE STRATEGIC PLANNING COMMITTEE

The **LONG RANGE STRATEGIC PLANNING COMMITTEE** is tasked with crafting the FOMA's milestones and objectives to ensure long-term viability, relevancy, growth, and success in all organizational aspects. It can consider short and long-term goals to achieve in the quest to satisfy this charge. The Committee is also responsible for overseeing and/or delegating special projects related to its charge.

The Committee will meet no less than bi-annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

Members of this Committee will include the Immediate Past President, President, President-Elect, and four other members, at least one of whom must be a member of the Board of Trustees who is not on the Executive Committee. The President-Elect will serve as the Chair. S/he will present any and all recommendations for action to the Executive Committee and Board of Trustees, at the discretion of the President.

AWARDS AND SCHOLARSHIPS COMMITTEE

The **AWARDS AND SCHOLARSHIPS COMMITTEE** shall be responsible for presenting nominations to the Executive Committee and Board of Trustees for the Association's annual awards and scholarships. The Committee shall also receive recommendations for any new scholarship and/or award program to be considered by the Association.

The Committee will meet no less than annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

LEGISLATIVE COMMITTEE

The **LEGISLATIVE COMMITTEE** shall study and oversee all matters concerning relevant legislation, advocacy, elections, departmental and/or agency rules and regulations, and all other government relations which potentially affect the Association. This Committee works closely with the FOMA Director of Governmental Relations in an effort to provide a strong, local, grassroots-type link in the Association's legislative information chain. Activities of this Committee include, but are not limited to: studying and informing the membership concerning relevant national, state and local legislation; conferring with appointed and elected officials on legislative matters; and briefing the membership on statutory law, administrative actions, rulings, and/or court decisions affecting the profession. The FOMA's General Counsel may assist the activities of this Committee as needed.

The Committee will meet no less than bi-annually. Such meetings may occur in person, in conjunction with a standing meeting of the FOMA; or via telephonic or electronic means.

Members of this Committee will include the Immediate Past President, President, President-Elect, and four other members, at least one of whom must be a member of the Board of Trustees who is not on the Executive Committee. The Committee will present its activity, as well as any and all recommendations for action to the Executive Committee and Board of Trustees, at the discretion of the President.

FOMA Student District Society

The **FOMA STUDENT DISTRICT SOCIETY** at each College of Osteopathic Medicine (COM) shall elect Officers who are encouraged to attend the FOMA Executive Committee and Board of Trustees quarterly meetings. At the President's discretion, they will report on activities and events at their COM. Interested students are permitted, and encouraged, to serve on FOMA committees.

Student District Society Presidents: LECOM Bradenton; NSU-KPCOM and NSU-KPCOM TBR

FOMA Liaisons

The purpose of the FOMA Liaisons is to establish representation within some collegial groups. They shall promote the osteopathic profession, representing FOMA and its members, while striving to ensure the delivery of safe, affordable, efficient, quality healthcare to the citizens of Florida, as relevant. The liaison serves as a conduit of bi-directional communication, conferring information on behalf of the FOMA, and relaying information back to the Association. Liaisons serve in their capacity at the pleasure of the President.

Additional liaisons are determined by the President, in consultation with the Executive Office. Representatives attend meetings of the following groups:

Liaisons:

- Advocates to the FOMA
- Agency for Health Care Administration
- Florida Medical Association
- Florida Society of the American College of Osteopathic Family Physicians
- Florida Board of Osteopathic Medicine
- LECOM Bradenton COM; NSU-KPCOM and NSU-KPCOM TBR
- Professionals Resource Network