



# American Osteopathic College of Occupational and Preventive Medicine

## Policies and Procedures

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# American Osteopathic College of Occupational and Preventive Medicine

## Prologue to the Policies and Procedures (Prologue-01)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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(redrafted 7/10)

### 1. Prologue for Trustee Manual

- 1.1. Welcome to the Board of Trustees of the American Osteopathic College of Occupational and Preventive Medicine (AOCOPM). Your predecessors developed policies and procedures that have enabled our organization to function in an orderly and productive fashion. The purpose of the manual is to assist you in developing a better understanding of the policies of the AOCOPM and the role of the Officers, Trustees, Committees and administrative staff. It is believed that adherence to this manual will provide for continuity in the business of the AOCOPM and provide a guide for its leadership.
- 1.2. It should be understood that the "Policy and Procedure" portion of this manual does not replace or supersede the Constitution and Bylaws. This Policy and Procedure Manual may be changed by a simple majority vote at any Board of Trustees meeting. It is strongly recommended that you familiarize yourself with both this manual and the Constitution and Bylaws prior to you attending your first Board meeting.

Revised: July, 2010



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on AOA Nominations and Appointments (BOT-01)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### Purpose:

1. To ensure that the voice of AOCOPM will be represented to the AOA governance.
2. To advance the visibility of AOCOPM to the AOA and to governmental and policy-making entities.

### Policy:

1. It is the Policy of AOCOPM to encourage broad participation on AOA Bureau's, Councils and Committees.
2. Direct expenses, which are not covered by the AOA, will be reimbursed per College Reimbursement Policy (see BOT-03).
3. AOCOPM representatives to Bureaus, Councils, Committees, and the AOA House of Delegates should provide an annual report to the Board of Trustees.
4. Nominations to National and International Advisory and Policy Panels should be considered whenever the College becomes aware of these opportunities, particularly when the appointment will further the College's mission and strategic plan.

### Procedure:

1. Nominations to Bureaus, Councils and Committees.
  - 1.1. The President should review the annual listing of open seats on AOA Bureaus, Councils, and Committees; and in consultation with the Executive Committee target specific slots for AOCOPM nominees.
  - 1.2. The President shall vet candidates for these positions prior to the Mid-Year meeting. The Board shall ratify these nominees.
  - 1.3. AOCOPM has a representative on the Bureau of Osteopathic Specialty Societies (BOSS). Current AOA policy stipulates that this position be a member of the Specialty College's Executive Committee.
  - 1.4. Nominees should be submitted for the Council on Postdoctoral Training (COPT), and the Program and Trainee Review Council (PTRC) as well as other targeted positions.
  - 1.5. Once the nominations are selected, then the Executive Director will work with the President to submit letters of support and candidate vitas.
2. Appointments to AOA House of Delegates
  - 2.1. Each year, AOCOPM, may send a Delegate and an Alternate Delegate to the AOA House of Delegates, which meets in July.
  - 2.2. The Delegate and Alternate must be active AOA members.
  - 2.3. These appointments should also be made at the Mid-Year Conference, and approved by the Board of Trustees.
  - 2.4. The Executive Director will submit Delegate and Alternate Delegate Credentials to the AOA and assist the Delegate and Alternate with logistics.



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Divisions (BOT-02)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### POLICIY ON DIVISIONS

#### 1. Purpose

- 1.1. The College consists of divisional groups with a common basic interest in preventive medicine which are closely aligned in organizational structure and function.
- 1.2. Formation of a Division must be approved by the Board of Trustees.
- 1.3. Currently the Divisions are: Aerospace Medicine (including Hyperbaric Medicine);; Occupational and Environmental Medicine (including Medical Review Officers and Disability & Impairment Medicine); and Public Health/General Preventive Medicine (including Correctional Medicine).

#### 2. Objectives

- 2.1. Shall provide a venue for developing goals and initiatives specific to the Division and approved by the Board of Trustees.
- 2.2. Shall seek to strengthen the Division through development of membership benefits, CME programs, and distribution of approved educational materials.
- 2.3. The Divisions are responsible for the continuing medical education most appropriate for Division members and as such are asked to assure appropriate speakers, topics, and other learning tools are made available to members of the Divisions. This shall include the selection of the Division's honored lecturer(s) for the Midyear Conference.

#### 3. Procedures

- 3.1. Shall meet during the Annual and Midyear Conferences.
- 3.2. Shall seek approval of the Board of Trustees for all activities.
- 3.3. Shall make a report to the Board of Trustees meetings.
- 3.4. Shall recommend topics, speakers, etc. in accordance with the size of the Division in the development of the College's CME programs.
- 3.5. Shall develop specialty specific special courses such as a basic course in coordination with the CME Committee.
- 3.6. Shall submit information to the Editor through the Division's Secretary for both the newsletter and the web site.
- 3.7. Shall have members serve and otherwise participate on various committees to assure representation of Division.
- 3.8. Shall seek to derive from Division members matters of importance to them and how best the College might serve its members.



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Divisions (BOT-02)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

3.9. Shall Elect a Chair, Vice Chair, and Secretary. Additional officers such as a Second Vice Chair may also be elected.

3.9.1. It should be noted that the Chair of each Division shall serve as a Vice President on the Board of Trustees. In the event the Chair position is vacated, the Vice Chair shall serve as a Vice President until a new Division Chair can be elected.

3.9.2. It is recommended that the Division Chair be board certified through the AOBPM.

3.10. Shall appoint other such committees as deemed necessary within the division.

#### 4. Leadership

##### 4.1. Chair

4.1.1. Shall be elected (at the Mid-Year meeting) by the Division's members for a one-year term with no term limits. (See also BOT-05, Section 3.5.2)

4.1.2. Shall serve as Vice President on the Board of Trustees with voice and vote.

4.1.3. Shall prepare an agenda and chair an Annual and Midyear Division Business Meeting of the Division. This is usually held immediately after the College's General Membership meeting.

4.1.4. Shall serve on the CME Committee, CME Program Planning Sub-Committee, Membership Committee, and Nominating Committee.

4.1.5. May appoint committees within the Division as deemed necessary.

4.1.6. Shall review the minutes of the Division meetings and submit them to the Central office within thirty (30) days of the meeting.

4.1.7. Shall submit a written report to the Board of Trustees at least thirty (30) days prior to the Board meetings to include details on the use of any funds from the Division allocation.

4.1.8. Shall provide a verbal (or written) report to each of the College's membership meetings.

4.1.9. Shall seek venues for utilizing the College's display to promote both the College and the Division. (See "display" below)

4.1.10. May appoint committees to conduct the work of the Division.

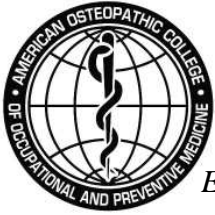
##### 4.2. Vice Chair

4.2.1. Shall be elected for a one-year term with no term limits.

4.2.2. If the Division Chair position is vacated, shall serve as Vice President on the Board of Trustees until a new Chair is elected.

4.2.3. Shall assist the Chair in the duties of the Division and seek to accomplish the goals and objectives of the Division.

4.2.4. Shall serve on the CME Committee, CME Program Planning Sub-Committee, and Membership (*It is recommended the Vice Chair attend all such meetings as attended by the Chair to become familiar with the work of the Chair.*)



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Divisions (BOT-02)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

4.2.5. May serve as Chair of any special courses, such as a basic course.

### 4.3. Secretary

4.3.1. Shall be elected for a one-year term with no term limits.

4.3.2. The Division Secretary shall provide the name of the elected Division Chair to the Secretary of the College. The elected Division Chair will be installed at the Annual Membership Meeting.

4.3.3. Shall take minutes of all Division meetings and submit to the Chair for review prior to submitting them to the Central office. The minutes should be completed and submitted within thirty (30) days of the meeting.

4.3.4. Shall serve on the Communications Committee.

4.3.4.1. Submit articles and other information for each issue of the AOCOPM Newsletter on Division issues and/or pertinent trends impacting the practice of medicine in their given area of specialty.

4.3.4.2. Assists in the providing pertinent information and periodically reviewing the web site.

### 5. Funding, for Divisions:

5.1. A discretionary fund is provided to each Division (see Reimbursement Policy for current amount). These funds may be used at the discretion of the Division; however, a written report on the use of these funds must be submitted to the Board of Trustees meetings.

5.2. The funds are appropriated annually. Any unused funds shall not accumulate but shall be refunded to the General Fund.

5.3. These funds do not carry over from year to year. The amount is established at the beginning of each Fiscal Year (August 1<sup>st</sup>) during the normal budget process.

### 6. Display

6.1. A display may be developed utilizing information from each Division.

6.2. The cost of the display shall be appropriated from the General Fund. Funds for each Division's information, including photographs, shall be appropriated from each Division's annual discretionary funds. Costs for displaying, shipping, etc. shall also come from each Division's annual discretionary funds.

6.3. The display shall be stored in the central office along with a Concept of Operation Guideline.

*Revised 07/10*



## American Osteopathic College of Occupational and Preventive Medicine Reimbursement Policy (BOT-03)

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*Effective Date: January 1, 2026*

*Next Review Date: \_\_\_\_\_*

*Reviewer(s): \_\_\_\_\_*

*Date of Last Revision: November 13, 2025*

### **General Requirements**

- All reimbursements require a completed and signed AOCOPM Reimbursement Form
- Receipts must be attached (except for meals)
- Reimbursement forms must be submitted within 60 days of lecture
- Expenses reimbursed by another source are not eligible for College reimbursement
- Amounts over \$600 paid without receipts will be reported to IRS as income (Form 1099)
- Program committee should check with all speakers to determine if corporate sponsorship is available

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### **Reimbursement Rates** *(any exceptions shall be prior approved by Executive Committee)*

#### **Applies to all speakers for:**

- Midyear Conference
- Annual Conference
- OPAM Courses (Basic Course, DOT FMCSA, MRO, other courses as approved by BOT)

### **Standard Lecture Reimbursement**

#### **Honorarium:**

- Single lecture: \$400
- Two lectures OR pre-recorded presentation: \$595

#### **Travel:**

- Airfare: Advance coach, maximum \$800 reimbursement
  - Speakers may opt for flight upgrades at their own expense
  - Reimbursement capped at \$800 regardless of actual cost
- Ground transport: Airport parking and transport fees to/from airport
- Driving: Mileage reimbursed at IRS rate

#### **Lodging:**

- 1-2 nights (depending on lecture schedule) at rate comparable to convention hotel

#### **Food:**



## American Osteopathic College of Occupational and Preventive Medicine Reimbursement Policy (BOT-03)

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*Effective Date: January 1, 2026*

*Next Review Date: \_\_\_\_\_*

*Reviewer(s): \_\_\_\_\_*

*Date of Last Revision: November 13, 2025*

- \$100 per day for two days (applies to both one and two lectures); one day only if conference provides meals
- **Receipts for food are NOT required**

### **Half-Hour Presentation Exception**

#### **For presentations lasting only 30 minutes:**

- Honorarium: \$250 only
  - NO airfare reimbursement
  - NO lodging reimbursement
  - NO food reimbursement
- 

### **Executive committee and Division Vice Presidents Benefits**

#### **Applicable to all conferences:**

- Midyear Conference
- Annual Conference
- OPAM Courses (Basic Course, DOT FMCSA, MRO)

#### **Executive committee and Division Vice Presidents Receives:**

- Hotel room for full length of conference; at rate comparable to convention hotel
  - Conference registration (gratis)
  - Max airfare \$800 reimbursement
    - May opt for flight upgrades, but reimbursement capped at \$800
- 

### **Budget & Exclusions**

**Annual Budget:** Up to \$20,000 per year from general fund (combined total for Midyear and Annual Conference speakers)

- Program chair may petition Finance Committee and/or Board of Trustees if additional funds needed

#### **Exclusions:**

- Health Policy Fellows are NOT currently eligible for honorarium or expense reimbursement





## American Osteopathic College of Occupational and Preventive Medicine Reimbursement Policy (BOT-03)

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*Effective Date: January 1, 2026*

*Next Review Date: \_\_\_\_\_*

*Reviewer(s): \_\_\_\_\_*

*Date of Last Revision: November 13, 2025*

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### **AOA House of Delegates**

Applies to both Delegate and Alternate.

- Hotel room for full length of meeting, at rate comparable to convention hotel
  - Advance coach airfare, maximum \$800 reimbursement
    - May opt for flight upgrades, but reimbursement capped at \$800
  - Food covered at Federal per diem; no receipts required.
  - \$300 stipend
- 

### **AOCOPM Rep's to AOA Bureaus, Councils and Committees**

- Hotel room for full length of meeting, at rate comparable to convention hotel, unless covered by the AOA
  - Advance coach airfare, maximum \$800 reimbursement, unless covered by the AOA
    - May opt for flight upgrades, but reimbursement capped at \$800
  - Food covered at Federal per diem; no receipts required.
- 

### **Board Discretionary Funds**

- President
  - \$6,500 annual discretionary fund to conduct business of the college, subject to approval by executive committee
  - A written accounting statement must be provided to the Finance Committee and BOT.
- CME Committee Chair
  - \$299 toward a scheduled committee meeting, usually in conjunction with a conference
- Divisions
  - \$1000 per year (unused funds may carry over to future years) to be used for special projects by the Division.
  - Written report from the chair is required.
- Special in-person meetings of officers and trustees
  - \$250 per diem



## American Osteopathic College of Occupational and Preventive Medicine Reimbursement Policy (BOT-03)

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*Effective Date: January 1, 2026*

*Next Review Date: \_\_\_\_\_*

*Reviewer(s): \_\_\_\_\_*

*Date of Last Revision: November 13, 2025*

- Advance coach airfare, maximum \$800 reimbursement
  - May opt for flight upgrades, but reimbursement capped at \$800
- 

### **Memorial & Commemorative Lectures (Midyear Conference)**

#### **Riland Memorial Lecture**

- Special Medallion and plaque

#### **Other Memorial Lectures (Plaque only):**

- Hatch Memorial Lecture (Occupational/Environmental Medicine)
- Goldstein Commemorative Lecture (Public Health/General Preventive Medicine)
- Cahill Memorial Lecture (Aerospace Medicine)
- Brent Lovejoy Memorial Lecture (Disability/Impairment Medicine)



# American Osteopathic College of Occupational and Preventive Medicine

## Conflict of Interest Policy (BOT-04)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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1. Purpose: To ensure that the best interests of AOCOPM are promoted; and to establish a system of disclosure and recusal.
2. Objectives:
  - 2.1. To ensure that all speakers and presenters thoroughly disclose financial relationships with companies which may relate to the topic covered.
  - 2.2. To inform the Board of Trustees of their duties:
    - 2.2.1. Duty of Care requires leaders to use reasonable care and good judgment in making their decisions of behalf of the interests of the College.
    - 2.2.2. Duty of Loyalty requires leaders to be faithful to the College, avoiding Conflicts of Interest.
    - 2.2.3. Duty of Obedience requires leaders to comply with governing documents and the decisions of the whole.
  - 2.3. With the increasing complexity of issues confronting the College and the College's continued development on multiple fronts, AOCOPM is now financially and organizationally in a position which precludes the college from continuing to have members serve the college in a professional or consultant capacity. It is our impression that it is unfair to the member, who is not compensated for the time required for performing such services, and the arrangement may potentially compromise the operational integrity of the College.
3. Processes
  - 3.1. Each speaker must submit a "Speaker Disclosure" form prior to presenting. (attached)
  - 3.2. Annually each Board of Trustees member must sign a "Conflict of Interest" statement. (attached)
  - 3.3. Individual members or groups of members may not serve the college in a professional or consulting capacity (paid or gratis), beyond the capacity of their elected or appointed positions as described in the governing documents and policies of this College.



# American Osteopathic College of Occupational and Preventive Medicine

## Conflict of Interest Policy (BOT-04)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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- 3.4. The Executive Director, as well as each College Officer and Program Chair, should monitor this policy and report to the President any perceived, potential, or developing conflict with this policy.



# American Osteopathic College of Occupational and Preventive Medicine

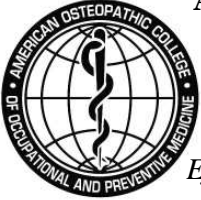
## Board of Trustees Operations (BOT-05)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

1. Purpose. To provide general operating procedures for the Board of Trustees
2. Objectives
  - 2.1. The Board of Trustees is the chief governing body of the College.
  - 2.2. The Board is responsible for developing and overseeing strategic direction and goals of the College.
3. Policies and Procedures
  - 3.1. Business Meetings:
    - 3.1.1. At this time, there are two (2) regularly scheduled business meetings of the Board of Trustees each year. The annual meeting is usually held in conjunction with the Annual Conference. The midyear meeting is usually held in conjunction with the Midyear Conference.
    - 3.1.2. An annual Board of Trustees planning retreat may be held in conjunction with one of our regularly scheduled conferences.
  - 3.2. Quorum:
    - 3.2.1. The Bylaws, Section 9.3.4, states that eight (8) members constitute a quorum for the Board of Trustees.
  - 3.3. Agenda:
    - 3.3.1. A draft agenda shall be mailed, or e-mailed in advance for review by the Board members. If available, all supporting documents, to include written reports from the President, Treasurer, Executive Director, AOBPM, Committee Chairs, CME Program Chairs, and Division Chairs, shall be included.
    - 3.3.2. Annual Business Meeting Agenda: Call to Order; Roll Call/Attendance; Approval of the Minutes of the previous meeting; Reports of the Officers; Reports of Committees; Reports of Divisions; Financial Report; Old Business; New Business; Certification of Election Results for Officers and Trustees, and Adjournment.
    - 3.3.3. Midyear Business Meeting Agenda: Call to Order; Roll Call/Attendance; Reading of the Minutes of the previous meeting; Reports of the Officers; Reports of Committees; Reports of Divisions, Financial Report; Budget; Finalize Ballot for election of Officers and Trustees, Old Business, New Business; and Adjournment.
  - 3.4. Composition:
    - 3.4.1. The Board of Trustees shall consist of the Officers of the College, six (6) Trustees and a Vice President representing each of the Divisions. Each shall be chosen in the manner hereinafter provided. The Immediate Past President shall serve as an Ex-Officio member with voice but no vote.
    - 3.4.2. The Chair of each Division shall serve as a Vice President.
    - 3.4.3. Six (6) Trustees shall be elected from the active membership for up to two (2) consecutive three (3) year terms. A period of at least one (1) year must occur following the two terms before being eligible to once again serve on the Board of Trustees.



# American Osteopathic College of Occupational and Preventive Medicine

## Board of Trustees Operations (BOT-05)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

### 3.5. Election:

3.5.1. The officers and six (6) trustees shall be elected by mail ballot, e-mail ballot, or on-line voting, with the results announced at the Annual Membership Meeting. It is desirable to provide for an overlap in terms for trustees.

3.5.2. The Vice Presidents shall be the Division Chairs and shall be elected annually by the respective Divisions for a term of one year. There are no term limits. These elections are held at the Division meetings at the Mid-Year Conference. The newly elected Vice-Presidents are sworn in and assume office at the Annual Membership Meeting.

3.5.3. The Nominating Committee shall submit recommendations to the Board of Trustees at the Mid-Year BOT Business meeting. The BOT may make other nominations, and approve the slate. The BOT approved slate shall be presented to the membership at the Mid-Year Membership meeting. The membership may make other nominations. The slate (ballot) shall be mailed or e-mailed at least sixty (60) days prior to the next Annual Membership Meeting. The ballots shall be tallied and the results announced at the Annual Membership meeting.

### 3.6. Terms of office:

3.6.1. Terms shall begin at the Annual Membership Meeting. The new Board of Trustees shall be introduced and installed at the Annual Membership Meeting.

### 3.7. Resignation:

3.7.1. An Officer or Trustee who resigns must present a letter of resignation to the President.

3.7.2. Resignation by a Vice President (Division Chair) shall also be considered resignation as Chair of the Division and shall be provided in writing to the President.

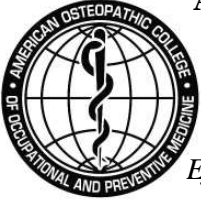
### 3.8. Removal:

3.8.1. Any member of the Board of Trustees may be removed, for cause, from office by the affirmative vote of two-thirds (2/3) of the Board of Trustees present at any regular or special meeting called for that purpose in accordance with the Bylaws. Such removal shall be effected by written notice given by certified mail within ten (10) days of the vote.

### 3.9. Vacancies:

3.9.1. Vacancies, other than Vice Presidents, shall be filled by the President until such time as the Board can meet. The President shall confer with the Officers (Executive Committee) on any such appointments. Once the full Board has ratified such appointment, the appointed member(s) shall hold office until the next succeeding Annual Meeting of the members of the College, or until the election of a successor, whichever occurs first.

3.9.2. If a Vice President (Division Chair) vacates his/her position as Chair of the Division, the Vice Chair shall fill the position of Vice President on the Board of



## American Osteopathic College of Occupational and Preventive Medicine

### Board of Trustees Operations (BOT-05)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

Trustees until the next election. This shall assure the Divisions will always be represented.

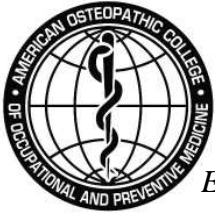
3.10. Attendance:

3.10.1. Any member of the Board of Trustees who fails to attend two (2) consecutive meetings (regular or special) of the Board of Trustees may be considered to have submitted indication of resignation from the Board of Trustees.

3.10.2. It is the responsibility of the petitioner (Board of Trustee member) to provide, in writing to the President, any reason for an absence from a regular or special called meeting of the Board. The Board of Trustees may then accept or decline the request and so notify the petitioner.

3.11. Compensation:

3.11.1. The Board of Trustees does not usually receive compensation for their services. The Reimbursement policy allows for some extraordinary expense reimbursement (stipend), such as when an additional day of travel is needed to attend a planning meeting.



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Committees (BOT-06)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### POLICY ON COMMITTEES

1. Committees will usually be chaired by Board members with remaining members selected from the general membership. The composition of each Committee is generally set by policy and the Committee Chairs assists the President in selecting committee members.
2. A majority of the members on any committee shall constitute a quorum.
3. When a new committee, sub-committee, or ad hoc committee is proposed, the maker shall formally state in writing to the Board of Trustees for approval the purpose, function, composition, and method of appointment of the Chair of the proposed committee.
4. All committees are required to meet at least once each year, either in person, by conference call or electronic mail.
5. All committees are required to submit a written report to the Central office at least thirty days in advance of the Board of Trustees meeting in order that the report may be included in the advance mailing of the Board's agenda notebook.
6. Committees shall be charged with performing the work of the College (i.e. research, consideration and implementation) but not formulating policy. Committees may make decisions not effecting change in policy. Committees shall submit their findings, in writing, to the Board of Trustees.

*Revised 07/10*





# American Osteopathic College of Occupational and Preventive Medicine

## BYLAWS (AND GOVERNANCE) COMMITTEE (COM-01)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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1. The Purpose is to safeguard the integrity of the College.
2. The objective is to ensure the governing documents of the organization accurately reflect current operational practices of the AOCOPM and to benchmark best practices of similar professional organizations.
3. Procedure
  - 3.1. Conduct an annual review of the College's Constitution, Bylaws, and Policies and Procedures.
  - 3.2. If no amendments are deemed necessary, then the Committee shall introduce a resolution to the Board of Trustees at the Annual Meeting to affirm the governing documents without changes.
  - 3.3. Should Constitution and/or Bylaws amendments be deemed necessary, the Committee shall introduce the changes to the Board of Trustees. If the BOT accepts the suggested changes, then the proposed amendments will be placed on the Membership Meeting's agenda, after due notice has been given pursuant to the Section 17 of the Bylaws or Article VII of the Constitution.
  - 3.4. The Policies and Procedures may be changed at any time by a majority vote of the Board of Trustees.
4. Composition. The Chair and Vice Chair shall be appointed by the President. The Chair may assist the President in the appointment of other committee members as deemed necessary. For continuity, it is advisable that either the Chair or Vice Chair continue to serve on the Committee.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## Communications Committee (COM-02)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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1. Purpose. To develop communications tools designed to provide information of importance to the membership and others concerning the College, osteopathic medicine, and the practice of medicine in the various disciplines represented by the AOCOPM.
  2. Objective.
    - 2.1. Provide timely, relevant information through a newsletter and electronic communication.
    - 2.2. Ensure integrity of postings and submissions via a peer review process.
  3. Procedure
    - 3.1. Produce a newsletter at prescribed times each year (usually February and August)
    - 3.2. Develop, update, and maintain various electronic communications such as a web site.
    - 3.3. The peer review process shall consist of at least two qualified reviewers, prior to posting on blogs, social media, web-sites, or newsletters.
    - 3.4. The Committee shall submit at prescribed times to the Chair (Editor) information of importance and relevance to their Divisions for use in the Newsletter, the web site, blogs, and other communication vehicles which may be developed.
    - 3.5. The Committee shall also seek submission from Officers, the Executive Director, new Member Profiles, leaders of Residency Training Programs, and Committee Chairs, as well as the Program Chairs.
  4. Composition
    - 4.1. The Chair shall be the Secretary of the College and shall serve as Editor.
    - 4.2. The Committee shall consist of Secretaries of each Division and others who may be appointed by the President.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## CME COMMITTEE (COM-03)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

1. Purpose. The Committee is charged with the responsibility of overseeing, planning, coordinating and evaluating all CME activities of the AOCOPM.
2. Objectives. The CME Committee is responsible to provide activities which promote the development of excellence through education and training in the fields of aerospace medicine, correctional medicine, disability & impairment evaluation medicine, preventive medicine / public health, occupational medicine / environmental medicine, and undersea hyperbaric medicine. The educational activities will be consistent with the vision and mission of the College. Furthermore, the committee will:
  - 2.1. Develop an educational plan to support the long-range plan of the college and to meet educational needs of the membership.
  - 2.2. Plan and oversee CME conferences
  - 2.3. Plan and implement a comprehensive needs assessment strategy.
  - 2.4. Establish an overall theme with written educational goals and objectives, consistent with the needs assessment for each CME program.
  - 2.5. Identify and document specific needs assessment and supporting bibliographical citations for each topic area, lecture and learning module.
  - 2.6. Set and maintain the highest educational standards.
  - 2.7. Utilize state-of-the-art teaching methods when possible.
  - 2.8. Develop program themes.
  - 2.9. Develop program content and assist in the implementation of all CME programs.
  - 2.10. Review speaker evaluations and make recommendations.
  - 2.11. Recommend conference sites/hotels and be informed of site selection.
  - 2.12. Review budgets and financial statements for all CME programs.
  - 2.13. Review and make recommendations for all promotional and written materials for all CME conferences.
  - 2.14. Provide for the selection of an appropriate speaker for the Riland Memorial Lecture.
  - 2.15. Evaluate all special courses.
  - 2.16. Conduct other such duties as directed by the Board of Trustees.
3. Composition. The Committee shall consist of ten (or more) members to include:
  - 3.1. Program Chair(s) for regular and special courses. Division Chairs and Vice Chairs and two members-at-large.
  - 3.2. There shall be a Chair and a Vice-Chair whose term of office shall be three (3) years. Ideally, there shall be a one year overlap for the Chair and Vice Chair to provide for experience for the Vice Chair who will assume the Chair position.
  - 3.3. Recommendations for Chair and Vice Chair may be presented by the Divisions to the Committee.
  - 3.4. The President and the Executive Director shall attend Ex-Officio.
4. Meetings. The Committee shall meet at both the Annual and Midyear Conferences



# American Osteopathic College of Occupational and Preventive Medicine

## CME COMMITTEE (COM-03)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

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and at any other time deemed necessary to carry out the duties of the Committee.

### 5. Responsibilities

#### 5.1. Chair:

- 5.1.1. The Chair shall be responsible for steering the Committee in recommending policy and developing implementation strategies of policies approved by the Board of Trustees.
- 5.1.2. Shall develop appropriate agendas, schedule meetings and submit a written report to each meeting of the Board of Trustees.
- 5.1.3. Assure appropriate minutes are recorded for each meeting and submitted to the Central Office within thirty (30) days of the meeting.
- 5.1.4. Assure compliance of initiatives approved by the Committee and the Board of Trustees.
- 5.1.5. Conduct other duties as directed by the Board of Trustees.

#### 5.2. Vice Chair

- 5.2.1. Assist the Chair with all duties and responsibilities in order to be able to assume the Chair position.

### 6. Funding

- 6.1. Budgets shall be reviewed by the CME Committee for each CME conference and special course. Funds shall be appropriated for the CME Conferences from the general operating budget (see Reimbursement Policy). Special courses should be self-supporting. Included in the budgets shall be any funding request deemed necessary to support the goals of the College to provide timely, relevant CME programs.
- 6.2. It should be noted that funding requests above and beyond the usual should be submitted in advance to the Finance Committee for consideration.
- 6.3. Speakers shall be provided an honorarium and reimbursement of expenses as outlined in the Reimbursement Policy. The Program Chair may petition the Finance Committee and/or the Treasurer for additional funds on an as needed basis.
- 6.4. The committee shall utilize the following considerations for developing budgets:
  - 6.4.1. Honoraria and travel for speakers.
  - 6.4.2. Licensing of an on-line resource library through the College's web site.
  - 6.4.3. CME offerings through the College's web site.
  - 6.4.4. Electronic media or software required
  - 6.4.5. Development and administration of "Presenter Workshops" for College members.
  - 6.4.6. Funding of approved requests by member or residents for research projects related to our College's fields of interest that will subsequently be presented to the College at a CME Conference.
  - 6.4.7. Equipment and technologies that enhance the quality of CME offerings and the educational experience for attendees.
  - 6.4.8. Support of regional CME Conferences approved by the Board of Trustees and CME Committee.



# American Osteopathic College of Occupational and Preventive Medicine

## CME COMMITTEE (COM-03)

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Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

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- 6.4.9. CME Committee and CME Program Planning Sub-Committee teleconferences and meeting expense.
- 6.4.10. Appropriate temporary convention staff services for any conferences and special courses.
- 6.4.11. Evaluation activities associated with CME offerings
- 6.4.12. CME filing fees
- 7. AOA Approval. As an AOA-approved, provider of 1-A CME credit it is imperative the College operate within the parameters of the AOA rules and regulations. The Committee shall be aware of these rules and regulations and assist staff in assuring compliance.
- 8. Criteria for CME Committee Approval of Basic or Advanced Courses *(approved by the BOT)*
  - 8.1. Divisions offering a basic or advanced course in their discipline will:
    - 8.1.1. Establish a course sub-committee consisting of a minimum of three (3) AOCOPM members who will be responsible for:
      - 8.1.1.1. Conducting a needs assessment
      - 8.1.1.2. Developing a written Statement of Purpose, Learning Objectives, and outline of Course Content to be included in the AOCOPM Policy and Procedure Manual.
      - 8.1.1.3. Presenting the above information to the CME Committee and BOT for approval.
      - 8.1.1.4. Recommends a member of the Sub-Committee as the Course Director, subject to approval by the CME Committee.
      - 8.1.1.5. Identifying and obtaining CME Committee approval of course faculty members.
      - 8.1.1.6. Submitting changes in course content or faculty to the CME Committee.
  - 8.2. Criteria for Basic or Advance Course Sub-Committee membership:
    - 8.2.1. Shall hold a valid license to practice medicine.
    - 8.2.2. Must be a member in good standing of the AOA and the AOCOPM.
    - 8.2.3. At least one member will be board certified by the AOA in the Division offering the Course (where such board certification exists).
    - 8.2.4. Other members shall be certified or otherwise qualified in the area of expertise when specific certification does not exist.
  - 8.3. Basic or Advanced Course faculty must be approved by the CME Committee based upon a review of their curriculum vita outlining qualifications as a subject matter expert appropriate to the learning objectives to be covered in the Course.
- 9. Sub-Committees
  - 9.1. CME Program Planning Sub-Committee:
    - 9.1.1. Is Chaired by the Conference Program Chair
    - 9.1.2. Also includes the CME Committee Chair and Vice Chair, and the Division Chairs and Vice Chairs, the Chair and Vice Chair of any Basic and Special Courses. The President, Secretary, and Executive Director shall also attend.



# American Osteopathic College of Occupational and Preventive Medicine

## CME COMMITTEE (COM-03)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

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- 9.1.3. Fulfill the AOA CCME requirement of conducting a comprehensive needs assessment
    - 9.1.3.1. Identify competency deficiencies of learners
    - 9.1.3.2. Identify emerging specialty-specific healthcare trends, patient population healthcare issues and disparities, as well as gaps in the healthcare delivery system.
    - 9.1.3.3. Provide supporting bibliographical citations for each topic area, lecture and learning module.
  - 9.1.4. Assist the Program Chair and Executive Director with the on-site conduct of the conferences.
  - 9.1.5. Select a Riland Memorial Lecturer, as well as other honored Division lecturers.
  - 9.1.6. Apportion learning module slots equitably among the Divisions.
  - 9.1.7. Shall provide each speaker with information about the College's accreditation requirements of speakers as well as current honoraria, reimbursement policies and six-month planning horizon.
    - 9.1.7.1. Shall ensure that speakers adhere to all established deadlines for submission of their speaker packets, and handout materials.
    - 9.1.7.2. Shall ensure that at least 50% of the Faculty members are either DOs or full-time paid faculty members of a College of Osteopathic Medicine.
    - 9.1.7.3. Ensure that the learning content of each speaker's presentation adequately covers the leaning objectives and needs assessment established by the sub-committee.
  - 9.1.8. Shall perform all other duties as requested by the CME Committee and/or the Program Chair.
  - 9.2. Program Chair(s)
    - 9.2.1. Shall be responsible for the development of the didactic program and the orderly execution of the program. In this capacity the Program Chair shall seek the assistance of the CME Program Sub-Committee in fulfilling all duties and responsibilities including recommending topics, securing speakers, on-site speaker introductions, etc.
    - 9.2.2. Shall establish deadlines for receipt of speaker/topic information, consistent with the six-month planning horizon.
    - 9.2.3. Shall assure that Speaker Packets are completed for each speaker and submitted to the Central office in a timely manner (by the established deadlines).
    - 9.2.4. Shall act as, or appoint, daily moderators to introduce speakers and assure the orderly delivery of the didactic program.
  - 9.3. Basic Course(s) Program Planning Sub-Committee
    - 9.3.1. Shall submit completed program (faculty and topics) to the Central Office by approved deadline consistent with our six-month planning horizon
    - 9.3.2. Basic Course Program Chair
      - 9.3.2.1. Shall be responsible for the development of the didactic program and the orderly



# American Osteopathic College of Occupational and Preventive Medicine

## CME COMMITTEE (COM-03)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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execution of the program.

9.3.2.2. Shall establish deadlines for receipt of speaker/topic information, consistent with the six-month planning horizon.

9.3.2.3. Shall assure that Speaker Packets are completed for each speaker and submitted to the Central office in a timely manner (by the established deadlines).

9.3.2.4. Shall act as, or appoint, moderators to introduce speakers and assure the orderly delivery of the didactic program.

*Revised: July, 2010*



# American Osteopathic College of Occupational and Preventive Medicine

## EDUCATION EVALUATING COMMITTEE (COM-04)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

1. Purpose. Mandated by the American Osteopathic Association, this is a standing committee for all specialty colleges. Its purpose is to assure quality education in post-graduate training programs and professional competence in those physicians who complete such programs.
2. Objectives.
  - 2.1. To evaluate all osteopathic post-doctoral training programs.
  - 2.2. To monitor the academic progress of trainees in AOA approved programs and those seeking to have non-AOA approved training programs accepted by the AOA.
  - 2.3. To maintain up to date Basic Standards for post-doctoral training programs.
3. Procedure
  - 3.1. The AOA Division on Postdoctoral Training provides documents for review by the Committee.
  - 3.2. The Chair shall assure all necessary paperwork is provided to the AOA in a timely manner.
  - 3.3. Meetings are required twice each year and conference calls may also be conducted.
  - 3.4. The Chair shall provide a written report to all meetings of the Board of Trustees at least thirty (30) days in advance of the meeting and may be asked to provide a written or verbal report at the Membership Business Meeting
4. Composition
  - 4.1. The Chair is appointed by the President for a minimum of three (3) year term (term is set by the AOA).
  - 4.2. The Committee shall consist of at least two persons who are Board certified by the AOA and who are familiar with residency training programs.
  - 4.3. The Chair may appoint committee members.

*Revised: 7/10*





# American Osteopathic College of Occupational and Preventive Medicine

## ETHICS COMMITTEE (COM-05)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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1. Purpose. To mitigate the risk to the AOCOPM from unethical behavior and conduct of individual members and groups.
2. Objectives.
  - 2.1. To assure proper conduct with regard to AOCOPM activities
  - 2.2. To evaluate allegations of improper member behavior involving moral turpitude and professional misconduct that may reflect adversely upon the college.
  - 2.3. To review industry trends in professional codes of conduct and best practices regarding the AOA core competency of professionalism, and recommend policy changes, when appropriate.
3. Procedure. See Section 16 of the Bylaws.
4. Composition
  - 4.1. The Chair shall be the AOCOPM President.
  - 4.2. The Committee shall be the Executive Committee, plus one member-at-large, preferably someone with legal experience or specialized training in ethics.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## EXECUTIVE COMMITTEE (COM-06)

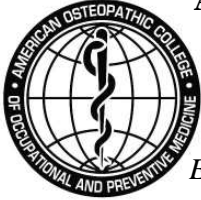
*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

1. Purpose. The purpose of the Executive Committee is to guide the overall management, structure, and documentation of the AOCOPM and to make emergency decisions and act on issues that arise between meetings of the Board of Trustees.
2. Objectives
  - 2.1. The Executive Committee shall be to monitor the ongoing work of the College's Committees, Divisions, and work-groups.
  - 2.2. To evaluate the effectiveness of the implementation of the College's educational programs and strategic initiatives.
  - 2.3. To evaluate the performance of the Executive Director, the Board of Trustees, and the Committees.
3. Procedure
  - 3.1. The Committee shall meet at least quarterly.
  - 3.2. The activities and findings of the Executive Committee will be reported to the Board at its regularly scheduled meetings.
4. Composition
  - 4.1. The President of the College shall serve as Chair.
  - 4.2. The Committee shall be composed of the Officers of the Board and the Immediate Past President who shall have voice but no vote.

Revised: 7/10



# American Osteopathic College of Occupational and Preventive Medicine

## Fellow/Faculty Committee (COM-07)

Effective Date: \_\_\_\_\_

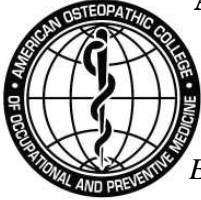
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Dates of Revisions: \_\_\_\_\_

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### FELLOW/FACULTY COMMITTEE

1. Purpose. To identify eligible candidates upon whom to bestow the distinction of Fellow, Distinguished Fellow, and to award Faculty status and promotions.
2. Definitions.
  - 2.1. Fellow status is an honor bestowed upon an active member who has fulfilled established requirements and has served the AOCOPM in a dutiful and unselfish manner.
  - 2.2. Faculty status is an honor awarded to members who have served the College dutifully and unselfishly in an effort to promulgate the educational goals and objectives of the College. Faculty provide relevant post-doctoral education to enhance the educational goals and objectives of the College.
  - 2.3. Distinguished Fellow is an honor bestowed on College Fellows who have exhibited exemplary and long years of service to AOCOPM by attendance at College Conferences, plus academic service and contributions, continued AOCOPM service at the national level, service and support of governance and various committee structures, and/or research and professional leadership.
3. Procedure
  - 3.1. The Committee shall review, at least annually, the policies governing the application to, and eligibility for, Fellow, Distinguished Fellow and Faculty promotions
  - 3.2. The Committee shall review the credentials of all eligible candidates in accordance with established policies and make appropriate recommendations, in writing, to the Board of Trustees.
  - 3.3. With assistance from the Executive Director, the chair shall notify approved nominees and invite them to attend the Fellow/Faculty Convocation which shall be scheduled at the discretion of the Board of Trustees upon advice of the Committee Chair.
  - 3.4. Special medallions shall be presented to Fellows at the Convocation.
  - 3.5. Distinguished Fellows shall be honored with a special golden ribbon for their Fellow medallion.
  - 3.6. Certificates shall be issued for each new or elevated Faculty member and presented at the Convocation.
  - 3.7. Gowns and hats shall be provided for each designee for the Convocation.
  - 3.8. The Committee shall seek ways to encourage eligible members to apply for both Fellow and Faculty status.
4. Composition
  - 4.1. The Chair shall:
    - 4.1.1. Be a Fellow appointed by the President for a three (3) year term which may be renewed.



## American Osteopathic College of Occupational and Preventive Medicine

### Fellow/Faculty Committee (COM-07)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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- 4.1.2. Provide a written report at least thirty (30) days in advance of each of the business meetings of the Board and may be asked to report to the Membership Meetings.
  - 4.1.3. Officiate, or appoint a designee, to conduct the Convocation.
  - 4.2. The Committee:
    - 4.2.1. The committee shall be appointed by the President and shall consist of at least two current "Faculty status" members, one of which should be on the faculty of a medical school.
    - 4.2.2. The terms of the committee shall be three (3) years and should be staggered for continuity.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Fellow Requirements (COM-07a)

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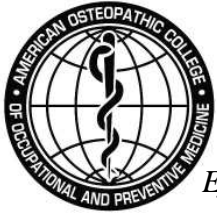
*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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1. Applicants must be a member in good standing of the American Osteopathic Association (AOA) both at the time of application and when the title is conferred.
2. Applicants must be a member in good standing of the American Osteopathic College of Occupational and Preventive Medicine (AOCOPM) for at least three (3) years.
3. Applicants must have been engaged in the full-time (or equivalent) practice of Occupational/Environmental Medicine, Aerospace Medicine, or Public Health/General Preventive Medicine for at least five (5) years.
4. Applicants must be board certified by the AOA or ABPM.
  - a. If board certified by the AOBPM: they must have accumulated a total of at least one hundred (100) points during the ten years prior to application.
  - b. If board certified by another AOA Board: they must have accumulated a total of at least one hundred fifty (150) points during the ten years prior to application **and** possess either an AOBPM CAQ or an MPH degree.
  - c. If ABPM board certified: they must have accumulated a total of at least one hundred twenty five (125) points during the ten years prior to application.
5. Any and all costs in establishing eligibility are the responsibility of the applicant.
6. A current CV must be submitted with the completed application.
7. A personal interview with one or more AOCOPM Board or Faculty/Fellow Committee members may be required.
8. The AOCOPM Board of Trustees may, at its discretion, waive the usual requirements under extraordinary circumstances and confer the title of Fellow or Honorary Fellow upon recommendation of the Fellow/Faculty Committee.
9. Being found eligible does not infer or guarantee that the title will be conferred, since Fellow status is a designation granted by the AOCOPM Board of Trustees.
10. Should the AOCOPM Board of Trustees deem one or more College members worthy of the title of Fellow, a Conclave of Fellows will be convened and the award conferred in a ceremony, typically held during the Midyear Conference. Honorees must be present and appropriately attired in cap and gown.



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Fellow Requirements (COM-07a)

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*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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11. Once conferred, the Fellow designation can be removed by a two-thirds (2/3) vote of the AOCOPM Board of Trustees if just cause is found to warrant such severe action.

### DETERMINING FELLOW ELIGIBILITY:

1. The minimum point requirement must be achieved within the ten year period preceding date of formal application.
2. It is the applicant's responsibility to notify the College and provide proof of participation in activities for which points are claimed. Claims for AOCOPM or AOA activities, however, usually will require only the statement of the applicant, if the dates involved can be verified by appropriate record review.
3. Claims for points involving the applicant's participation in the activities of other organizations (non-AOCOPM and non-AOA) in the various specialties represented by the AOCOPM must be verified in writing by an authorized representative of each organization.
4. When points are claimed for articles published in scientific and/or professional journals, reprints must be submitted. A copy of the printed program will constitute proof of a presentation at a medical meeting or suitable documentation, e.g. letter from the organization.
5. Claims for all points must be approved by the Fellow/Faculty Committee and the AOCOPM Board of Trustees.
6. The applicant will be duly notified in the event claimed points are disallowed, if those lost points result in the point total falling below the qualifying level.
7. An applicant's record of points should not be submitted, nor will it be accepted, until the appropriate minimum point total required for Fellow eligibility has been accumulated.



# American Osteopathic College of Occupational and Preventive Medicine

## Policy on Fellow Requirements (COM-07a)

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*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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### FELLOW POINT SYSTEM:

#### 1. AOCOPM/AOA Activities

##### a. AOCOPM Service (10 points mandatory; no limit)

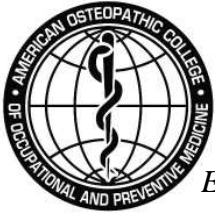
- i. AOCOPM Officer, Trustee, Committee Chairman; Member of AOBPM (10 points per term)
- ii. AOCOPM Residency Inspection Team Member (10 points each tour)
- iii. Member of AOCOPM Standing/Ad Hoc Committee (10 points mandatory; no limit)

##### b. Active participation in an AOCOPM sponsored Program (10 points mandatory; no limit)

- i. Program Chairman (20 points)
- ii. Service as Program On-Site Coordinator (20 points)
- iii. Presenter of Lecture or Paper (10 points)
- iv. Attendance at AOCOPM or AOA (registered as an AOCOPM member) sponsored Programs, Annual or Midyear (7.5 points per program; 40 points mandatory; no limit)

#### 2. Non-AOCOPM Activities

- a. Presenter of Paper, Lecture or Program in the Specialty Field at a local, state, national or international meeting (7.5 point each; no limit)
- b. Points for other activities will be considered and assigned by the AOCOPM Board of Trustees upon recommendation of the Fellow/Faculty Committee on an individual case basis, but such activities must be directly related to Preventive Medicine or one of its components.



# American Osteopathic College of Occupational and Preventive Medicine

## Faculty Status Requirements Policy (COM-07b)

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*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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Faculty Status for the American Osteopathic College of Occupational and Preventive Medicine is earned through continued contributions to the educational mission of the college. The levels of Faculty Status (from lowest to highest) are:

Instructor  
Assistant Professor  
Associate Professor  
Full Professor

Faculty status is an earned credential. Honorary Faculty status is not an earned credential. Honorary Faculty status may be conferred to Osteopathic Physicians who have contributed to the educational mission of the college (including posthumously) if approved by the Board of Trustees.

Benefits of Faculty status:

1. Physicians who have been awarded faculty status may use this title on resumes, curriculum vitas, correspondence, web sites, etc.
2. The College will maintain a list of physicians who have earned faculty status. AOCOPM will publish this list on the AOCOPM web site on a publicly accessible page (not on a page restricted to members only).
3. Prospective employers will be able to confirm on this web site that the physician has earned faculty status through the American Osteopathic College of Occupational and Preventive Medicine.

Requirements for faculty status in the American Osteopathic College of Occupational and Preventive Medicine

1. Must be a member in good standing of the AOA with a valid AOA number.
2. Must be a member of the American Osteopathic College of Occupational and Preventive Medicine.
3. For Instructor – Must present one lecture to the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or present one lecture at the Basic Seminar in Occupational Medicine.





# American Osteopathic College of Occupational and Preventive Medicine

## Faculty Status Requirements Policy (COM-07b)

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*Effective Date:* March 2010

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

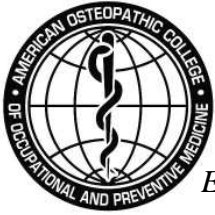
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4. For all levels of Faculty beyond Instructor - Must be a fellow of the American Osteopathic College of Occupational and Preventive Medicine.
5. For all levels of Faculty beyond Instructor - Must complete 3 qualifying years in the applicants current faculty level.
6. Applicants must submit an application for faculty status to the Fellow/Faculty Committee of the American Osteopathic College of Occupational and Preventive Medicine in order to be considered for faculty status.

### Definition of a Qualifying Year:

A qualifying year is any year that

1. An applicant performed qualifications after the year that the applicant was awarded their current level of faculty status.
2. The applicant accomplished one or more of the following qualifications:
  - a. Presented a lecture to the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or presented a lecture at the Basic Seminar in Occupational Medicine.
  - b. Authored a published paper or presented a poster at a conference or authored a textbook chapter, develop an electronic study aid, electronic based lecture or computer program related to Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, Disability and Impairment Medicine, or other topic related to the mission of the college.
  - c. Served as the Program Chair for the American Osteopathic College of Occupational and Preventive Medicine at either the mid-year or annual convention, or served as the Program Chair for the Basic Seminar in Occupational Medicine.



# American Osteopathic College of Occupational and Preventive Medicine

## Faculty Status Requirements Policy (COM-07b)

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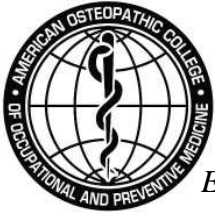
*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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- d. Served as the Chair of the Education Committee of the American Osteopathic College of Occupational and Preventive Medicine.
- e. Served as a Residency and/or Fellowship director or served as a faculty /staff physician with instructional duties on a Residency and/or Fellowship program in Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.
- f. Presented two or more lectures to an Osteopathic or Allopathic medical school class or to a post doctoral training program on the topics of Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.
- g. Presented two or more Continuing Medical Education (CME) lectures to any organization on the topics of Occupational Medicine, Preventive Medicine, Public Health, Aerospace Medicine, Undersea and Hyperbaric Medicine, or Disability and Impairment Medicine.



# American Osteopathic College of Occupational and Preventive Medicine

## Faculty Status Requirements Policy (COM-07b)

*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### Application for Faculty Status

Application for:

- ☐ Instructor
- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Full Professor

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

AOA #: \_\_\_\_\_

Member of AOCOPM: Yes ☐ No ☐

Fellow of AOCOPM: Yes ☐ No ☐

Year Fellow Awarded: \_\_\_\_\_

AOBPM Certification Board (Please check all that apply):

- ☐ Aerospace medicine Board
- ☐ Occupational Medicine Board
- ☐ Preventive Medicine / Public Health Board
- ☐ Occupational Medicine CAQ
- ☐ Undersea and Hyperbaric Medicine CAQ
- ☐ None



# American Osteopathic College of Occupational and Preventive Medicine

## Faculty Status Requirements Policy (COM-07b)

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*Effective Date: March 2010*

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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Current Faculty Status and year attained:

- ☐ Instructor                      Year attained: \_\_\_\_\_
- ☐ Assistant Professor              Year attained: \_\_\_\_\_
- ☐ Associate Professor              Year attained: \_\_\_\_\_

Qualifying Year and Qualification:

Year 1: \_\_\_\_\_

Qualification: \_\_\_\_\_

Year 2: \_\_\_\_\_

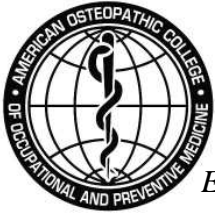
Qualification: \_\_\_\_\_

Year 3: \_\_\_\_\_

Qualification: \_\_\_\_\_

**Mail this Application to:**

Fellow/Faculty Committee  
% Jeffrey J. LeBoeuf, CAE  
Executive Director, AOCOPM  
P.O. Box 3043  
Tulsa, OK 74101



# American Osteopathic College of Occupational and Preventive Medicine

## Distinguished Fellow Award Policy (COM-07c)

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*Effective Date:* March 2010

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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### **Purpose:**

To recognize Fellows who have exhibited exemplary and long years of service to AOCOPM by attendance at AOCOPM meetings and continued AOCOPM service at the national level, plus academic service and contributions, service in support of various governance and committee structures, and/or research and professional leadership.

### **Requirements:**

A Distinguished Fellow of the AOCOPM may be awarded to Active Members who have completed: Category #1 (see below) and two of the elements of Category #2 (see below) since their being awarded AOCOPM Fellow Status.

### **Category #1**

#### Meeting Attendance -

Each nominee must have attended a minimum of at least twenty (20) total AOCOPM annual conventions or mid-winter meetings since their Fellow's induction year. Those Fellows that were delayed in achieving their AOCOPM Fellowship due to being in the military may request a waiver of the above requirement, after five (5) years of active fellowship.

### **Category #2**

#### Academic Service -

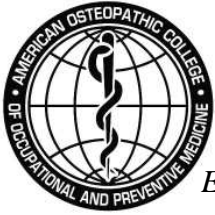
Participated as an Occupational or Preventive Medicine preceptor, moderator or academic scientific lecture for at least 5 years beyond the Fellowship induction year.

#### National AOCOPM & AOBPM Service -

National AOCOPM or AOBPM service defined as eleven or more total years of service on but not limited to participation on a committee, task force, Board of Examiners or Board of Trustees.

#### Service at State, Local or other National Levels -

Service defined as eleven or more total years of participation on but not limited to committees, task forces, Board of Governors, Board of Trustees, Executive Committees, or medical/hospital boards.



# American Osteopathic College of Occupational and Preventive Medicine

## Distinguished Fellow Award Policy (COM-07c)

Effective Date: March 2010

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

### Distinguished Fellowship Worksheet

Name \_\_\_\_\_ AOA# \_\_\_\_\_

***Applicants are responsible for supplying their own documentation if requested.***

Include in the application

- Completed Application
- Current Curriculum Vitae
- AOA CME Individual Activity Print-out

Awards will be made at the Mid-winter meeting of the AOCOPM Fellows induction ceremony

Applications are due in September of the year in which the Distinguished Fellow is to be awarded

### Distinguished Fellow Award Application

Name of Applicant \_\_\_\_\_ AOA # \_\_\_\_\_

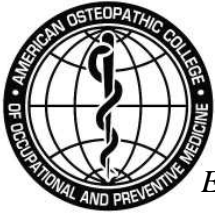
Fellow Induction Year \_\_\_\_\_

#### Category # 1

Meeting Attendance

AOCOPM Annual and Mid-winter Meetings

Meeting	Year
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	



# American Osteopathic College of Occupational and Preventive Medicine

## Distinguished Fellow Award Policy (COM-07c)

*Effective Date:* March 2010

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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13	
14	
15	
16	
17	
18	
19	
20	

### Category #2

#### 1) Academic Service

Papers presented: (year and title)

Basic Course Presentation: (year and title)

#### 2) National AOCOPM or AOBPM Service

Name (Committee, Task Force, etc.) and Years of Membership

#### 3) National, State, Local Service

Name (Committee, Task Force, etc.) and Years of membership or activity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# American Osteopathic College of Occupational and Preventive Medicine

## Finance Committee Policy (COM-08)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

1. Purpose. The Finance Committee exists to review all matters having financial consequences to the College and acts in an advisory capacity to the Board of Trustees in all decisions regarding finances.
2. Objectives
  - 2.1. Oversee the finances and assets of the College.
  - 2.2. Recommend to the Board the allocation of all resources.
  - 2.3. Interact with the Treasurer and Executive Director to recommend policy to the Board regarding expenditures of funds.
  - 2.4. Develop an annual budget for approval by the Board.
  - 2.5. Assure the Board's bookkeeping practices are in accordance with standard accounting procedures for non-profit agencies.
  - 2.6. Periodically evaluate the sources of revenue, investments and liabilities and provide a written report to the Board.
  - 2.7. Review an Accountant's Compilation of the finances annually and consider an accounting review or audit from time-to-time by an accounting firm which specializes in non-profit professional membership associations.
  - 2.8. Assure appropriate minutes of all meetings are recorded by the meeting's appointed secretary.
  - 2.9. Act as an advisory committee only to the Board of Trustees in making recommendations regarding the finances of the College.
  - 2.10. Shall not be responsible for raising funds.
  - 2.11. Shall review reserves each year to determine their adequacy.
  - 2.12. Shall from time to time review the allocation of reserves and make recommendations to the Board of Trustees.
  - 2.13. The finance committee shall ensure that the AOCOPM file required documents of the IRS, State of Record, and AOA.
  - 2.14. The finance committee shall annually review the Directors and Officers Insurance policy, as well as other risk-mitigating policies and instruments which the AOCOPM may procure to protect its assets. They shall recommend changes to the Board at its Annual Meeting.
  - 2.15. Conduct such other duties as requested by the President and/or Board of Trustees.
3. Procedure
  - 3.1. Review all financial statements.
  - 3.2. Recommend to the Board the allocation of all resources.
  - 3.3. Assist in the preparation of the annual budget for approval by the Board.
  - 3.4. Prepare a variance report or explanatory statement for line items which are more than a 10% variation from the budget.
  - 3.5. Conduct such other duties as requested by the President and/or Board of Trustees.





# American Osteopathic College of Occupational and Preventive Medicine

## Finance Committee Policy (COM-08)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

### 4. Composition

#### 4.1. Chair:

- 4.1.1. Shall have had past experience on the Board of Trustees and is appointed by the President.
- 4.1.2. The Chair may also serve as the Treasurer.
- 4.1.3. Shall submit a written report to the Board of Trustees at least thirty (30) days in advance of Board meetings.
- 4.1.4. If not a member of the Board, may be asked to attend meetings of the Board.
- 4.1.5. Shall be asked to provide a written report to the membership business meetings.

#### 4.2. Committee:

- 4.2.1. Shall be a standing committee.
- 4.2.2. The Committee shall number seven (7) members and shall consist of the current Treasurer, a Past President, three current members of the Board, and two at-large members who have had previous experience on the Board of Trustees.
- 4.2.3. Members shall serve staggered terms to assure continuity.
- 4.2.4. There shall be no term limits.
- 4.2.5. Vacancies shall be filled by President, assisted by the Finance Committee Chair, and shall be submitted to the Board for approval at its next regularly scheduled meeting.
- 4.2.6. Due to the important fiduciary duty of the Finance Committee, if a member misses two consecutive meetings, he/she is considered to have resigned from the committee.

### 5. Current Policies Regarding Finances:

#### 5.1. Reserves:

- 5.1.1. Shall strive to maintain two year's operating expenses. (This policy shall be reviewed by the Finance Committee each year prior to the Annual Meeting of the Board of Trustees.)
- 5.1.2. Shall maintain at least one year of resources in liquid, insured operating accounts.
- 5.1.3. The Finance Committee shall continually review the investment strategies of the College's resources.
- 5.1.4. Check signatures: All checks over \$5,000 shall require two (2) signatures. The Executive Director and two members shall be authorized for these signatures.
- 5.1.5. A Reimbursement Form must be completed prior to the issuance of any checks to individuals.

#### 5.2. Request for funds

- 5.2.1. Extraordinary requests for funds (not already budgeted or allocated) shall be submitted to the Finance Committee at least thirty (30) days in advance of the Committee's regularly scheduled meetings. (*The Committee usually meets approximately thirty (30) days prior to the Board of Trustees.*)
- 5.2.2. These requests may also be submitted directly to the BOT.
- 5.2.3. All requests must be in writing and directed to the chair of the Committee with a copy sent to the Central Office.



## American Osteopathic College of Occupational and Preventive Medicine

### Finance Committee Policy (COM-08)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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6. Allocated Funds

6.1. See the "Reimbursement Policy" for allocated funds that have been approved by either the Finance Committee or the Board of Trustees.

6.2. CME Conferences:

6.2.1. All "special" CME courses, such as "Basic Courses" shall be self-funded.

6.2.2. The College shall provide for expenses for staff travel to all meetings, conferences, etc. authorized by the Board of Trustees.

7. The Finance Committee shall annually review all Cash Handling and check writing practices of the College

7.1. Ensure that the current Treasurer is a signatory on all Financial Accounts and Holdings of the College.

7.2. The Treasurer should co-sign, or provide written permission on all withdrawals in excess of \$5000.

7.3. Recommend amended financial and budgetary policies and procedures as needed

*Revised: July, 2010*



# American Osteopathic College of Occupational and Preventive Medicine

## LIAISON COMMITTEE (AOCOPM – AOBPM) (COM-09)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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### 1. Purpose

- 1.1. This Liaison Committee is a communication link between the College and the American Osteopathic Board of Preventive Medicine (AOBPM), the Certifying Board.

### 2. Objectives

- 2.1. To foster a sound relationship and maintain communication between the College and the Certifying Board by reviewing the effectiveness of the College's educational endeavors in matching the needs of the certifying process and to comply with the rules and regulations of the AOA.
- 2.2. The Liaison Committee shall serve as the Nominating Committee for Vacancies on AOBPM. Upon receipt of notice of a vacancy or expansion of the AOBPM, the Liaison Committee shall recommend to the College Board of Trustees members of the College who are certified by the American Osteopathic Association as appointees to fill any vacancies on AOBPM.

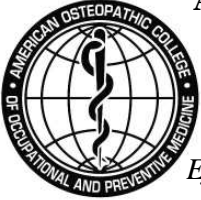
### 3. Procedure

- 3.1. The College's representative shall be the AOCOPM President, or designee, who shall develop regular communication with the Executive Secretary of the AOBPM, or designee.
- 3.2. Questions and information referred from the Board of Trustees shall be transmitted to the AOBPM in a timely, efficient manner.
- 3.3. If deemed necessary the AOBPM representative shall be invited to attend the College Board meetings.
- 3.4. If deemed necessary the College's representative shall request to attend the AOBPM Board meetings.
- 3.5. An AOBPM representative shall present a written report to meetings of the Board of Trustees at least thirty (30) days in advance of the meetings. An AOBPM representative may also be asked to report to the General Membership at the Membership meetings.

### 4. Composition

- 4.1. The committee shall consist of six voting member, three representatives from the AOCOPM and three representatives from the AOBPM. The Executive Directors of both organizations attend ex officio.
- 4.2. The Chair shall be the AOCOPM President, who shall appoint two other AOA-certified Board of Trustees representatives to represent the College's interests on the Liaison Committee. To provide for continuity, at least one of the AOCOPM members of the committee shall be reappointed by the President.
- 4.3. The AOBPM representatives on the committee normally consist of the AOBPM Chair, the AOBPM Executive Secretary, and at least one other person designated by the AOBPM.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## Membership Committee (COM-10)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

1. Purpose. The Membership Committee shall seek to provide for the retention of current members and the increase of new members.
2. Objectives
  - 2.1. The Committee shall develop initiatives to recruit and retain members through various surveys and membership benefits.
  - 2.2. Shall perform other such duties as directed by the Board of Trustees.
3. Procedure
  - 3.1.1. Meet on a regular basis to accomplish the work of the Committee (meetings may be conducted through conference calls or at regularly scheduled CME Conferences).
  - 3.1.2. Shall formulate an annual membership development and retention plan which includes templates for solicitation and renewal notices.
  - 3.1.3. Shall provide a written report to each of the meetings of the Board of Trustees at least thirty (30) days prior to the BOT meeting and may be asked to provide a written or verbal report to the Membership Business Meetings.
- 3.2. Composition
  - 3.2.1. The Committee shall be comprised of a Committee Chair, and the Chair and Vice Chair of each Division, as well as others as deemed necessary.
  - 3.2.2. The Committee membership should ideally include a Resident and an Osteopathic Student Doctor member.

Revised 7/10



# American Osteopathic College of Occupational and Preventive Medicine

## POLICY ON NOMINATING COMMITTEE

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

### NOMINATING COMMITTEE

1. Purpose. To prepare and submit nominations for officers and at-large trustees, to the Board of Trustees for approval of the annual ballot.
2. Objectives
  - 2.1. To strive to nominate the most capable candidates for the officer and trustee positions in accordance with the Bylaws.
  - 2.2. To maintain the integrity of the nominating procedure.
3. Procedure
  - 3.1. The Committee shall review at least annually the Constitution and Bylaws, as well as this policy to assure compliance.
  - 3.2. After interviewing potential candidates, the Committee shall submit a written slate of nominations to the Board of Trustees at least thirty (30) days prior to the Mid-Year Meeting of the Board.
  - 3.3. Additional nominations may be made by the Board.
  - 3.4. The approved slate shall be announced to the membership at the Mid-Year Membership Meeting. Nominations may be presented from the membership.
  - 3.5. The approved ballot shall be distributed to the membership for voting at least sixty (60) days prior to the Annual Membership Meeting.
  - 3.6. The new Board of Trustees (including the Vice Presidents, elected by the Divisions at the preceding Mid-Year meeting) shall be announced and installed at the Annual Membership Meeting with the newly elected Officers and Trustees assuming office immediately.
4. Composition
  - 4.1. The Chair of the Committee shall be the Immediate Past President.
  - 4.2. The Committee shall also be comprised of the Division Chairs and the President-elect.

*Revised: 7/10*



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Executive Director (JD-01)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

**Purpose:** To support the Board of Trustees and the American Osteopathic College of Occupational and Preventive Medicine (AOCOPM) in maintaining credibility as a not-for-profit corporate organization; to professionally represent the College at pertinent business functions; to ensure that membership needs are met through the processing of information to the Board; and to manage office functions to ensure the association meets the needs of the Board, Committees, affiliates, and members.

**Responsibilities:**

**1. Administration**

- 1.1. Support the secretarial needs of the AOCOPM.
- 1.2. Conduct the normal daily business of the AOCOPM.
- 1.3. Be responsible for all manuscripts, documents and records of the College and be prepared to report and produce the content of those papers when called upon to do so.
- 1.4. Ensure the AOCOPM complies with all regulatory requirements by filing all required documentation in a timely manner.
- 1.5. Complete and support all tasks designed to ensure that the AOCOPM achieves its goals.
- 1.6. Other duties as deemed necessary for the accurate operation of the College.

**2. Membership**

- 2.1. Research potential membership benefits and present them to the Board of Trustees for review.
- 2.2. Provide members with friendly and accurate service.
- 2.3. Maintain up-to-date demographics of members with appropriate membership categories including awards and certification.
- 2.4. Prepare and distribute membership renewal statements in a timely fashion with appropriate follow-up.
- 2.5. Prepare and mail membership applications with cover letter to potential members.
- 2.6. Prepare and mail cover letter with new member packet to new members.
- 2.7. Develop an annual membership directory to include the Officers, awards, Bylaws, Constitution, committees, and other pertinent information.
- 2.8. Distribute membership directory to all appropriate parties each year.

**3. College Documents**

- 3.1. Prepare, publish and maintain the documents of the AOCOPM (e.g. Constitution, Bylaws, Fellow and Faculty criteria, long-range planning documents, etc.) in appropriate form for easy retrieval and distribution.
- 3.2. Maintain a library of historic documents of the AOCOPM (and AOCOPM) for reference.
- 3.3. Assist in the review and updating of documents; safeguarding appropriate amendment processes.



## American Osteopathic College of Occupational and Preventive Medicine

### Job Description of the Executive Director (JD-01)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

#### 4. Fiduciary Management

- 4.1. Collect and record fees for membership, seminars, meetings, educational programs, or other functions sponsored by the AOCOPM.
- 4.2. Acknowledge payment of fees to members and meeting participants, educational participants and participants in other functions conducted under the auspices of the AOCOPM.
- 4.3. Prepare financial statements in conjunction with the Treasurer on a schedule and in a format requested by the Treasurer, Board and/or Finance Committee.
- 4.4. Maintain financial records in accordance with acceptable accounting procedures.
- 4.5. Prepare appropriate reports for all business meetings.
- 4.6. Practice due diligence in accurately applying revenues and expenses.
- 4.7. Maintain accounts receivable and accounts payable.
- 4.8. Write checks and make deposits.
- 4.9. In conjunction with the Treasurer, conduct a search for an accounting firm which specializes in non-profit, professional membership organizational accounting at least every five years.
  - 4.9.1. Provide appropriate documents and reports to the selected accounting firm for the preparation of annual compilation of financial statements and IRS reports (990), etc.
  - 4.9.2. Support a review or audit when instructed to do so by the Board of Trustees.
- 4.10. In collaboration with the Treasurer and Finance Committee, manage the financial resources of the College using such strategies that minimize risk and maximized return.
  - 4.10.1. All monies shall be deposited in AOCOPM bank accounts with the Executive Director and Treasurer as signatory with full power and authority to independently make disbursements pursuant to guidelines formulated by the Board or the Treasurer under the direction of the Board. Any and all money in such bank accounts shall be the sole possession of the AOCOPM.
- 4.11. Maintain a surety bond for Executive Director and all employees if required by the Board of Trustees.

#### 5. Business Meetings

- 5.1. Assist the President with the preparation of the agenda and supporting documents and reports.
- 5.2. Arrange for a meeting room and food and beverage.
- 5.3. Notify appropriate individuals of date, time, and place of meetings.
- 5.4. Arrange for block of hotel rooms for participants, if applicable.
- 5.5. Distribute minutes and other supporting documents and reports.

#### 6. Convention and CME Meetings

- 6.1. Provide full-time management and support staff of any scheduled educational meetings by the AOCOPM, or meetings authorized by the AOCOPM. This may include distributing teaching/instructional materials to the participants and speakers.





## American Osteopathic College of Occupational and Preventive Medicine

### Job Description of the Executive Director (JD-01)

Effective Date: \_\_\_\_\_

Next Review Date: \_\_\_\_\_ Reviewer(s): \_\_\_\_\_

Dates of Revisions: \_\_\_\_\_

- 
- 6.2. Formulate and implement a promotional/marketing plan for of all conferences of AOCOPM
  - 6.3. Negotiate all contracts with hotels and suppliers.
  - 6.4. Assist the Program Chair and planning committee with all aspects of the meeting planning, such as:
    - 6.4.1. Meeting room assignments, menus, audio-visual equipment, signs, entertainment, etc.;
    - 6.4.2. Preparation of preregistration brochures, exhibitor prospectus, and program;
    - 6.4.3. Assist in the development of marketing for contributions and exhibits.
    - 6.4.4. Assist Program Chair and committees with on-site management of meeting to include registration (i.e., sign-in, badges, tickets, program packet, certificate of attendance, etc.).
    - 6.4.5. Assist with the planning of social events.
    - 6.4.6. Assist with preparation and presentation of plaques, awards, and gifts.
    - 6.4.7. Review and pay all bills incurred by the meeting.
    - 6.4.8. Prepare appropriate records on attendance for CME for the AOA records.
    - 6.4.9. Prepare comparative financial reports for officers.
    - 6.4.10. Prepare appropriate acknowledgement (thank you) letters to contributors, exhibitors, speakers, etc.
  - 6.5. Contributors/Exhibitors
    - 6.5.1. Executive Officer may engage in activities sanctioned by the Board designed to increase non-dues revenues.
    - 6.5.2. Assist with the development of corporate contributors to include maintaining an up-to-date data base, preparing and distributing solicitations and/or prospectus for potential contributors/exhibitors.
    - 6.5.3. Provide a list of contributors/exhibitors for the newsletter and the annual meeting program.
    - 6.5.4. Encourage and inspire members to recruit new corporate contributions/exhibitors.
    - 6.5.5. Design, prepare and distribute letters of appreciation to contributors/exhibitors.
  7. Postdoctoral Training
    - 7.1. Maintain an up-to-date list of all interns, residents and fellows in specialties related to AOCOPM.
    - 7.2. Provide pertinent information on residency programs, certification exams, etc., upon request by interested persons.
    - 7.3. Support the AOCOPM Education Evaluation Committee in its efforts to maintain current Basic Standards and to ensure quality AOA-approved Postdoctoral training programs (Occupational Medicine, Public Health, Correctional Medicine, Undersea Hyperbaric Medicine, Aerospace Medicine, and other related disciplines).
      - 7.3.1. Assist interest parties in developing new training programs.





## American Osteopathic College of Occupational and Preventive Medicine

### Job Description of the Executive Director (JD-01)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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7.4. Facilitate ABMS-Certified physicians in completing the process to being deemed AOA Board-Eligible

7.5. Encourage trainees in non-AOA certified programs to petition the AOA to have their program individually accepted by the AOA.

#### 8. Committees

8.1. Executive Director will support all committees of the AOCOPM.

8.1.1. Responsibilities include: notification, preparation and distribution of materials, reimbursement of expenses.

8.1.2. Fellow and Faculty

8.1.2.1. Make available applications for Fellowship and Faculty status to all new members.

8.1.2.2. Assist the Fellows and Faculty Selection Committee as needed.

8.1.2.3. Arrange the Convocation of Fellows at the Midyear Meeting of the AOCOPM.

8.1.2.4. Order medallions, gowns, etc.

8.1.2.5. Prepare an appropriate program for the Convocation.

8.1.2.6. Maintain accurate information and records on Fellowship and Faculty criteria as excerpted from the Bylaws and Constitution, and provide information, as requested.

8.1.3. Publications

8.1.3.1. Assist in the preparation and distribution of the newsletter.

8.1.3.2. Forward articles and submissions to the editor of the newsletter on a timely basis.

8.1.3.3. Maintain an up-to-date newsletter distribution list, to include all categories of membership, the AOA Board of Trustees, AOA colleges and other specialty colleges.

8.1.3.4. Solicit articles, advertising, and other promotional material as needed to further the goals of the AOCOPM.

8.1.3.5. Ensure the AOCOPM web-presence is updated and adequate

#### 9. Other Duties and Responsibilities

9.1. Develop and maintain a manual of policies and procedures for the AOCOPM.

9.2. Represent the AOCOPM and its Divisions at AOA and other specialty college meetings as directed by the Board of Trustees.

9.3. AOA Relations

9.3.1. It is the responsibility of the Executive Officer to interact effectively with the AOA to further the goals and objectives of the AOCOPM.

9.3.2. The Executive Director must facilitate conversations, strategic meetings, and program planning with the relevant committees and parties of the AOA.

9.3.3. The Executive Director must report to the Board of Trustees AOA activities



## American Osteopathic College of Occupational and Preventive Medicine

### Job Description of the Executive Director (JD-01)

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*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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relevant to the AOCOPM.

- 9.4. Handle all inquiries and general correspondence, advising various Officers and Board of Trustees of pertinent information.
- 9.5. Forward all pertinent correspondence to the President, Committee Chairs and other Officers of the AOCOPM.
- 9.6. Assist the AOCOPM leadership with special projects as directed by the Board of Trustees.
- 9.7. Commit to life-long learning and continuous improvement as a professional osteopathic association executive.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the President (JD-02)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

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### DUTIES OF THE PRESIDENT

1. Preside at all meetings of the General Membership and the Board of Trustees.
2. In conjunction with the Executive Committee, fill vacancies between BOT meetings to be ratified by the Board at its next scheduled meeting.
3. May call special meetings of the BOT and Membership.
4. Assure the progress of the strategic work of the College continues.
5. Serve as the presiding officer at all business meetings of the College.
6. Appoint a parliamentarian for all business meetings.
7. Serve as Chair of the Executive Committee and Chair of the AOBPM Liaison Committee
8. Serve as an Ex Officio member of all committees. It is recommended that the President attend all meetings of committees.
9. With concurrence of the Executive Committee:
  - 9.1. Appoint all standing committee Chairs (unless otherwise by the bylaws).
  - 9.2. Create ad hoc committees.
  - 9.3. Temporally fill vacancies on the Board.
  - 9.4. Make other such interim decisions as deemed necessary and report these at the next Board meeting.
  - 9.5. Oversee the work of the College in between BOT meetings.
  - 9.6. Annually proactively nominate representatives to the AOA's Bureau's, Councils and Committees.
10. Provide a written report on the status of the College to be included in the advance mailing of the agenda and supporting documents for the Board of Trustees' meetings.
11. Provide a report to the Membership at all Membership Meetings.
12. Provide an appropriate article for each issue of the AOCOPM Newsletter.
13. Perform other such duties usual and customary.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the President-Elect (JD-03)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### DUTIES OF THE PRESIDENT-ELECT

1. The President-Elect shall:
  - 1.1. In the absence of the President, shall perform all duties of the President.
  - 1.2. Serve as program Chair for the Midyear and Annual Conferences.
  - 1.3. Provide an appropriate article on conference planning to the publisher of the AOCOPM Newsletter.
  - 1.4. Serve on the Executive Committee, the CME Committee, and the Nominating Committee. (Since the President appoints most Committee Chairs, it is recommended that the President-Elect begin this process at least one year in advance).
  - 1.5. Perform other such duties usual and customary.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Secretary (JD-04)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### DUTIES OF THE SECRETARY

1. The Secretary shall:
  - 1.1. Record the minutes of the meetings of the Board of Trustees, the Executive Committee, and the General Membership meeting. After, approval of the Secretary, the minutes shall be provided to the participating parties within six (6) weeks following the meeting.
  - 1.2. Tally ballots and report the results of elections to the Board of Trustees.
  - 1.3. Take roll and assure a quorum at business meetings.
  - 1.4. Serve on the Executive Committee and the CME Committee (in anticipation of assuming the President-Elect position and serving as the future Program Chair).
  - 1.5. Serve as Chair of the Communications Committee:
    - 1.5.1. As Editor of the Newsletter, produce a newsletter at least twice annually, customarily in February and August.
    - 1.5.2. Periodically audit the College web site, and other publications and electronic communications to ensure correctness and currency.
  - 1.6. Shall perform other such duties usual and customary to such a position.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Treasurer (JD-05)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### DUTIES OF THE TREASURER

1. The Treasurer shall:
  - 1.1. Provide review and oversight of the accounts receivable and accounts payable process in accordance with policies established by the Board of Trustees.
    - 1.1.1. If requested, serve as one of the three individuals designated to sign checks over \$5,000 (two signatures required).
    - 1.1.2. If requested by the BOT, be bonded (the Executive Director may also be required to be bonded).
  - 1.2. Periodically review reports of all financial transactions of the College.
  - 1.3. Provide financial reports at meetings of the Board of Trustees and the Membership.
  - 1.4. Assure appropriate reviews by a CPA and necessary filings of IRS forms are performed.
  - 1.5. Serve on the Executive Committee and the Finance Committee.
  - 1.6. Perform other such duties usual and customary to such a position.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Immediate Past President (JD-06)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### DUTIES OF THE IMMEDIATE PAST PRESIDENT

1. The Immediate Past President shall:
  - 1.1. Serve as consultant to the Board of Trustees and on the Executive with voice, but no vote.
  - 1.2. Serve as Chair of the Nominating Committee and as such:
    - 1.2.1. Assure potential nominees to the Board are appropriate for the position.
    - 1.2.2. Assure potential nominees are consulted and advised of the responsibilities of the position for which they are nominated and that they agree to serve.
    - 1.2.3. Prior to the Mid-Year of the Board of Trustees, submit a slate of officers, and at-large trustees
  - 1.3. Coordinate the Evaluation Process of Executive Director, the Executive Committee, and the Board of Trustees.
  - 1.4. Perform other such duties usual and customary to such a position.



# American Osteopathic College of Occupational and Preventive Medicine

## Job Description of the Vice Presidents (JD-07)

*Effective Date:* \_\_\_\_\_

*Next Review Date:* \_\_\_\_\_ *Reviewer(s):* \_\_\_\_\_

*Dates of Revisions:* \_\_\_\_\_

### DUTIES OF THE VICE PRESIDENTS

1. The Vice Presidents shall:
  - 1.1. Serve as Chair of their Division and as such serve on the Board of Trustees with voice and vote.
  - 1.2. Serve on the Nominating Committee, Membership Committee, CME Committee and the CME Program Planning Sub-Committee.
  - 1.3. Identify and mentor future leaders of AOCOPM.
  - 1.4. Perform other such duties and responsibilities as outlined in the Policy on Divisions (BOT-02).