

## Board Participation Guidelines

The following guidelines are provided for candidates who are interested in serving on the COA Board of Directors.

1. Attendance at all Board Meetings (regular meetings are held at least 3 times per year). Those members who are not stationed in the Washington, D.C. area are expected to participate by conference call. It is recognized that events sometimes arise that prevent attendance at a meeting. If an individual believes he/she may frequently encounter conflicts, however, self-nomination is not recommended.
2. Board members are normally assigned to participate on at least two Board Committees per year during their terms. Committees meet on average three or four times per year, although the number may vary depending on the particular Committee and the issues being addressed. Meetings are normally scheduled late in the afternoon on weekdays, and last on average approximately 2 hours. Board members can expect to be asked to Chair at least one Committee during their three-year terms.
3. Since 1994 the Board has held an all-day workshop on a Saturday in late August or early September to plan and prioritize activities for the upcoming year and beyond. Board members are expected to attend this meeting, which is scheduled well in advance.
4. On an annual basis, the Board is required to schedule a general meeting of the full membership (formerly the “Meeting of the Assembly”). The purpose of the meeting is to provide an update to the membership on the affairs of the Association. Since the Board of Directors serves as the Association’s governing body, Board members are expected to attend this meeting to share their views and respond to questions from the membership, etc.
5. Active duty officers, retired, and Inactive Reserve Officers elected to the COA Board of Directors who are employees of the Department of Health and Human Services are required to obtain Departmental approval for an “outside activity” or “official duty” to comply with ethics regulations. There may be similar requirements for directors employed in other federal departments or the private sector.

In accordance with the COA Bylaws, a Nominations Committee is appointed by the Board of Directors to screen all candidates for election to confirm their eligibility and ability to serve.

Interested officers are encouraged to self-nominate. Nominations may be emailed to Teresa Hayden at [thayden@coausphs.org](mailto:thayden@coausphs.org).

# NOMINATION FORM— COA BOARD OF DIRECTORS

*Electronic submissions are highly encouraged at [thayden@coausphs.org](mailto:thayden@coausphs.org)*

*\* Nominations must be completed in a 10pt font and limited to 1 page\**

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Rank:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Daytime Fax:** \_\_\_\_\_

**Current PHS Position:** \_\_\_\_\_

**Previous PHS Positions:**

\_\_\_\_\_

\_\_\_\_\_

**Related Professional Activities:**

\_\_\_\_\_

\_\_\_\_\_

**PHS Awards/Honors Received:**

\_\_\_\_\_

\_\_\_\_\_

**COA Offices Held (Provide dates if known):**

*Local:* \_\_\_\_\_

*National:* \_\_\_\_\_

*Meeting:* \_\_\_\_\_

**POSITION STATEMENT:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I hereby acknowledge my understanding of the COA Board participation guidelines and I am willing to abide by them.**

**Commissioned Officers Association of the U.S. Public Health Service  
8201 Corporate Drive, Suite 200, Landover, MD 20785**