

COA Seeks Nominations for Board of Directors

The following seats on the COA Board of Directors will be up for election this spring. Pharmacist, Therapist, Veterinarian, one Retired Officer, one Field Officer, and the Inactive Reserve Officer. Incumbents in the Pharmacist, Therapist, and Field Officer seats are completing their first three year terms and are eligible for re-election to a second term. The Retired Officer and Inactive Reserve Officer members of the COA Board Of Directors also serve as appointed Trustees of the PHS Commissioned Officers Foundation.

Candidates may be nominated by others or self-nominate. All candidates for a Board position are required to submit the following information to the COA office by 1 March 2007. The nomination shall include the following and must be limited to one page (10 pt font, no attachments):

- Name/Rank/(Active Duty, Retired or Inactive Reserve) *
- Board Position for which nomination submitted (e.g. pharmacist, field rep., retired, inactive reserve)
- Daytime Phone:
- E-mail Address:
- Current PHS position (or retired/ inactive reserve) and location: *
- Previous PHS positions: *
- Related Professional Activities: *
- PHS Awards/Honors Received: *
- COA Offices Held or Membership on Board Committees (include dates)
- Position Statement (not to exceed 200 words): *
- **Statement of understanding and willingness to abide by Board Participation Guidelines:**

Those items with an “*” next to them will be included in FRONTLINE for consideration by the general membership. To the extent possible, the nominee should submit his/her nomination by email or on a computer disk to facilitate reproduction in FRONTLINE.

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 will schedule a general 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 Oliver at toliver@coausphs.org or sent by fax to 301-731-9084, marked COA BoD Nomination, ATTN. T. Oliver.

NOMINATION FORM— COA BOARD OF DIRECTORS

NOTE: You may also complete a nomination form on-line at <http://www.coausphs.org>.

Electronic submissions are highly encouraged at toliver@coausphs.org

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

First Name : _____ **Last Name:** _____

Rank: _____ **Daytime Phone:** _____

Daytime FAX: _____ **E-mail:** _____

Current PHS Position: _____

Previous PHS Positions: Area

Related Professional Activities:

PHS Awards/Honors Received: Awarded

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**