

**2022/2023 Board of Directors Interest Form and Questionnaire**

***Submissions due Sunday, March 6, 2022 at 11:59 pm Central Time***

Submit this form and all required attachments to Christen Whittington by **Sunday, March 6, 2022**. Please review the [AASM Foundation Conflict of Interest Policy](https://foundation.aasm.org/wp-content/uploads/sites/2/2022/02/AASM-Foundation-COI-Policy.pdf) before volunteering.

**Nominee To-Do List:**

1. Complete sections 1-5 of this form.
2. Submit the following paperwork to Christen Whittington via email or fax: cwhittington@aasm.org / (630) 737-9790
	1. ***[ ]*** Board of Directors Interest Form and Questionnaire
	2. ***[ ]*** Conflict of Interest Disclosure Form (review [AASM Foundation COI policy](https://foundation.aasm.org/wp-content/uploads/sites/2/2022/02/AASM-Foundation-COI-Policy.pdf) and download and complete [COI disclosure form](https://foundation.aasm.org/wp-content/uploads/sites/2/2022/02/COI-Disclosure.docx) separately)
	3. ***[ ]*** CV, Resume, or Bio-Sketch (2-page maximum; template bio-sketch on page 8)

**Primary Specialty or Area of Expertise:**

**Section 1: Contact and Specialty Information**

**Contact Information**

|  |  |
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| Name: | Preferred Mailing Address: |
| AASM Member Number (if applicable): |
| Email Address: |
| Preferred Telephone Number: |

**Primary Specialty or Area of Expertise**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  Pulmonary Medicine | [ ]  Neurology | [ ]  Psychiatry | [ ]  Otolaryngology | [ ]  Nursing |
| [ ]  Pediatrics | [ ]  Internal Medicine | [ ]  Psychology | [ ]  Research | [ ]  Anesthesiology |
| [ ]  Family Practice | [ ]  Dentist  | [ ]  Child Neurology | [ ]  Pediatric Pulmonary | [ ]  Other |

**Sleep Disorders:**  What estimated percentage of your work (e.g., clinical practice, research, business) involves the following sleep disorders:

Sleep-Related Breathing Disorders\_\_\_\_\_\_% Circadian Rhythm Sleep-Wake Disorders\_\_\_\_\_\_%

Central Disorders of Hypersomnolence\_\_\_\_\_\_% Parasomnias\_\_\_\_\_\_%

Sleep Related Movement Disorders\_\_\_\_\_\_% Insomnia \_\_\_\_\_\_%

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| **Please provide a brief overview of your leadership activities within the AASM, AASM Foundation, or other similar sleep-related societies, organizations, or companies. Please specifically note any previous serve on a Board of Directors of any organization. (500-word maximum).** |
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**Section 2: Questions for Prospective Board Members**

Please write a few sentences to a few paragraphs in response to each of the following questions, to assist the AASM Foundation Executive Committee and Board of Directors in their effort to identify applicants who will provide the best fit for the AASM Foundation and the needs of the Board in the years to come.

1. How would you briefly describe your leadership style?
2. In 500 words or less, why do you wish to join the AASM Foundation Board of Directors and what attributes (e.g., experiences, skills, traits) do you possess that you believe would positively impact the Board of Directors?
3. What are the main areas that you feel the AASM Foundation could improve upon?
4. As you look ahead to the next several years, what do you think the AASM Foundation should prioritize to serve the sleep community best?
5. Is there anything else you would like the AASM Foundation Executive Committee and the Board to know?

**Section 3: Leadership Profile**

Please review the nine board leadership competencies (below). Choose three that you feel represent your greatest strengths. Comment on how you feel these qualities would positively impact your ability to fulfill a leadership role on the board.

**1. Knowledge of the Organization**

Having and using knowledge of systems, situations, pressures, and culture inside the organization to identify potential organizational problems and opportunities; perceiving the impact of decisions on other components of the organization through

* understanding and using organizational policies and systems to solve problems
* anticipating impact of actions on other groups

**2. Developing, Communicating, and Sustaining a Vision**

Creating and achieving a desired future state (vision) through influence on organizational values, individual and group goals, reinforcements, and systems by

* defining a desired future state
* communicating direction with enthusiasm
* gaining commitment to vision and values

**3. Integrity /Responsibility/ Accountability**

Maintaining and promoting social, ethical, and organizational norms in conducting internal and external business activities by

* sharing complete and accurate information
* maintaining confidentiality
* adhering to policies and regulations
* meeting personal commitments and promises
* setting high performance standards

**4. Negotiation**

Effectively exploring alternatives and positions to reach outcomes that gain all parties' support and acceptance by

* exploring others' needs, concerns, and positions
* keeping discussions issue oriented
* seeking win-win solutions

**5. Communication**

Expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience through

* expressing thoughts clearly
* soliciting ideas, suggestions and opinions from others
* listening to all points of view with an open mind

**6. Teamwork/Collaboration**

Working effectively with team or work groups or those outside formal lines of authority to accomplish organizational goals; taking actions that respect the needs and contributions of others; contributing to and accepting the consensus by

* exchanging information freely
* supporting group decisions
* putting group goals ahead of individual goals

**7. Leadership/Motivating Others**

Using appropriate interpersonal styles and methods to inspire and guide individuals toward goal achievement; modifying behavior to accommodate tasks, situations, and individuals involved through

* focusing on the situation, not the person
* asking for and gaining commitment to action
* mutually agreeing on accomplishments

**8. Innovation**

Generating creative solutions to work situations; trying different and novel ways to deal with organizational issues and opportunities by

* approaching job with imagination and originality
* generating novel solutions
* suggesting new ways to apply existing knowledge

**9. Judgement/Problem Solving**

Committing to an action after developing alternative courses of action that are based on logical assumptions and factual information; taking into consideration resources, constraints, and organizational value in all decisions by

* considering alternatives
* considering all pertinent facts
* weighing pros and cons or impact of alternatives

**Section 4: Technical Skills Assessment**

Please put one “X” per row in the skill level you feel most appropriately represents your knowledge, expertise, and experience in the particular skill. If you have no experience or knowledge of a skill, please put the “X” in the “None” column.

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|  | **Skill Level** |
| **Skills** | **None** | **Low** | **Medium** | **High** |
| Advocacy / Government Relations |  |  |  |  |
| Artificial Intelligence |  |  |  |  |
| Application of Diversity, Equity, and Inclusion Principles |  |  |  |  |
| Business Acumen |  |  |  |  |
| Clinical Guideline Development |  |  |  |  |
| Community Outreach |  |  |  |  |
| Financial Management |  |  |  |  |
| Fundraising / Development Activities |  |  |  |  |
| Graduate Medical Education |  |  |  |  |
| Legal Competency / Risk Analysis |  |  |  |  |
| Mentoring / Training / Teaching |  |  |  |  |
| Patient Advocacy / Engagement |  |  |  |  |
| Public Health |  |  |  |  |
| Quality Improvement |  |  |  |  |
| Scientific Research |  |  |  |  |
| Social Media |  |  |  |  |
| Strategic Planning |  |  |  |  |
| Technology Innovation |  |  |  |  |
| Telemedicine |  |  |  |  |

**[OPTIONAL] Section 5: Diversity, Equity, and Inclusion Information**

This section is optional; however, the information will help the Board of Directors assess whether the composition of the Board is diverse, equitable, and inclusive based on the members that have applied.

If you are an AASM member, you may provide the information in this section if you [log in](https://my.aasm.org/) to your AASM member account and complete the Diversity and Inclusion Information section of your member profile (if you haven’t done so already). If you are not an AASM member, please fill out the information below.

1. **What is your current practice setting? *(Select all that apply.)***
	1. [ ]  Solo practice (owner)
	2. [ ]  Group practice (equity owner)
	3. [ ]  Employed Practice
	4. [ ]  Academic
	5. [ ]  Industry
	6. [ ]  Military
	7. [ ]  Retired
	8. [ ]  Other Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **What age group are you in?**
	1. [ ]  18-29 years old
	2. [ ]  30-39 years old
	3. [ ]  40-49 years old
	4. [ ]  50-59 years old
	5. [ ]  60-69 years old
	6. [ ]  ≥70 years old
	7. [ ]  Other Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **How do you identify your race?**
	1. [ ]  Asian (South/East/Southeast Asian)
	2. [ ]  Middle Eastern
	3. [ ]  Black/African American
	4. [ ]  White/Caucasian
	5. [ ]  Native American/Alaskan
	6. [ ]  Hispanic/Latinx
	7. [ ]  Hawaiian/Pacific Islander
	8. [ ]  Other Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	9. [ ]  Choose not to disclose
4. **How do you identify your gender?**
	1. [ ]  Male
	2. [ ]  Female
	3. [ ]  Non-Binary
	4. [ ]  Other Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	5. [ ]  Choose not to disclose

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|  | BIOGRAPHICAL SKETCH TEMPLATE*Provide the following information or provide a current CV or resume* |
| NAME | POSITION TITLE |
| ORGANIZATION |
| EDUCATION/TRAINING (*Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)* |
| ORGANIZATION AND LOCATION | DEGREE*(if applicable)* | MM/YY | FIELD OF STUDY |
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1. Personal Statement
2. **Positions and Honors**
	1. *Positions and Employment*
	2. *Other Experience and Professional Memberships*
	3. *Honors*
3. **Selected Peer-reviewed Publications**
4. **Funded Research**