



## Special Operations Medical Association (SOMA) Call for Board Applications

The Nominations Committee is conducting the Call for Applications for open positions on the SOMA Board of Directors for the 2020-2022 election slate. The positions that will be elected by the membership in 2020 are: Military Vice President, Secretary/Treasurer and two Board member-at-large positions. The individuals elected for the offices will each serve a two-year term.

The criteria for the open positions are listed below. The ability to offer more than one candidate for each office is dependent upon receiving a sufficient number of applications for each office from the membership.

We strongly encourage you to complete the electronic submission form for yourself. If you are aware of other current SOMA members that qualify for one of these positions, please encourage them to submit an application. ***All applications MUST BE RECEIVED BY NOVEMBER 11, 2019, to be considered for the slate of candidates.***

Applications should be submitted electronically to SOMA's Executive Office through the link located on the SOMA website. Applicants will receive an e-mail acknowledgement of receipt of the Board application form within two (2) business days of receipt. If such acknowledgement is not received within that time frame, please contact the SOMA Executive Office at (913) 222-8659. The slate of candidates will be compiled by the Nominations Committee and reviewed by the Board of Directors. Candidates that are elected by the membership will be required to adhere to SOMA's Code of Ethics and sign a Conflict of Interest disclosure annually. The Code of Ethics may be obtained by contacting the SOMA Executive Office at [SOMA@kellencompany.com](mailto:SOMA@kellencompany.com).

### **Candidate Criteria and Position Descriptions**

The affairs of the Association are governed, supervised, and controlled by the Board of Directors. The authority delegated to the Board requires that it set policies and make relevant decisions on behalf of the Association's membership; therefore, Board Members should be the most knowledgeable about the activities and needs of the Association's members. Prior experience serving on SOMA committees or the Board of Directors is encouraged for officer positions. The Board's duties include:

- Ensuring that the needs of the membership are met.
- Approving and evaluating plans and policies of the Association.
- Budgetary approval and control.
- Monitoring and reviewing financial objectives.
- Long-term strategic planning.

### **Military Vice President (1 position)**

- Applicant must be a member in good standing of SOMA.
- Must be fully SOF-Qualified or extensive SOF service (more than 5 years) (eg. SF, Ranger, SEAL, PJ, SOCM) from active or retired military community.
- The Military Vice President shall have oversight over duties as assigned by the President. In addition in the second year of his/her term the Military Vice President shall assume all duties and authorities of the President in the President's absence and shall have powers and duties as may be prescribed by the Board of Directors and the Military Vice President shall assume the office of the President following the expiration of the President's term or in the event of the President's death, resignation or removal.
- Ability to commit to the Board of Directors for two-year term as Military Vice President, two-year term as President and two-year term as Immediate Past President.

### **Secretary/Treasurer (1 position)**

- Applicant must be a member in good standing of SOMA.
- Must have a SOF background, not necessarily "SOF Qualified".
- Ability to commit to the Board of Directors for a two-year term and act as peer representative of the membership.
- The Secretary/Treasurer shall see that accurate and complete minutes of all meetings of the Board of Directors and of the membership are kept, and send out communications to the membership of the Association as necessary.
- The Secretary/Treasurer shall determine the presence of a quorum and record votes.
- The Secretary/Treasurer shall have or designate the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. The Secretary/Treasurer shall be responsible for the deposit and disbursement of all monies and other valuables in the name and to the credit of the Association in such depositories as may be designated by the Board of Directors. The Secretary/Treasurer shall render to the President and Board of Directors, whenever requested, an accounting of all transactions and of the financial condition of the corporation.
- The Secretary/Treasurer shall provide an annual audit or accounting review to the Board of Directors. He/she shall make an annual financial report to the membership at the Annual Meeting.
- The Secretary/Treasurer shall Chair the Finance Committee. The Secretary/Treasurer may appoint an agent to perform the listed duties.

### **Member-At-Large (2 positions available)**

- Applicant must be a member in good standing of SOMA
- Must have a background in TEMS, Army, Navy or Air Force.
- Ability to commit to the Board of Directors for a two-year term and act as peer representative of the membership.
- The duties of Members-at-Large shall be as assigned by the President or Board of Directors of the Association.