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**ACAAI Annual
Scientific Meeting**

**November 7-11, 2019
Houston, Texas
annualmeeting.acaai.org**

January 2019

Dear Fellows:

The American College of Allergy, Asthma & Immunology invites applications for Treasurer, Vice President, and positions on the Board of Regents for 2019 – 2020.

All interested Fellows are encouraged to submit this application with a cover letter and curriculum vitae to ACAAI no later than February 11, 2019. Applications will be reviewed by the Nominating Council which will forward its recommendations to the Board of Regents for consideration.

The purpose of this form is to assist you in evaluating your strengths and aid the Nominating Council in selecting the most qualified candidates.

Please note the deadline for receipt of applications is February 11, 2019.

Sincerely,

Bryan L. Martin, DO

Chair: Nominating Council

To submit application:

1. Download and save this application to your computer.
2. Fill out the form (pages 2-4) in Acrobat Reader*.
3. Submit by clicking the "Click HERE to Submit Form" button on page 4, or save the form and email to miriamstandish@acaai.org. Remember to attach your cover letter and curriculum vitae to the email.



*Get a free copy of Acrobat Reader, necessary to view and fill out the PDF version of this document.

Application for ACAAI Officer and Board of Regents Positions

Deadline for receipt of completed applications is February 11, 2019

I would like to be considered for (check one)

- Vice President** (Applicants for this position must have served a three year term on the ACAAI Board of Regents)
- Treasurer** (Applicants for this position must have served a three year term on the ACAAI Board of Regents)
- Board of Regents** (Applicants for this position must have been a Fellow of the College for three years. Membership on ACAAI committees and/or involvement in College activities will be taken into consideration in evaluating an applicant's qualifications.)

You may list your answers directly on this form or you may provide your answers on a separate sheet of paper.

Name: _____

Date of ACAAI Fellowship: _____

Annual ACAAI Meetings attended in the last 10 years (by year): _____

Have you presented an educational session (e.g., plenary session lecture, scientific workshop) or made a poster presentation at an ACAAI Annual Meeting within the last five years? If so, please list years and subjects.

List any allergy-related awards or recognition received in the past 10 years. _____

Personal Statement

Please submit a personal letter describing your eligibility for, and interest in, serving on the ACAAI Board of Regents. The letter may address, among other things, the reasons you are interested in being a part of the College leadership; your ideas for improving various ACAAI programs, products, and services; and your "vision" for ACAAI in five years.

Conflict of Interest Disclosure

Please answer the following questions or provide substantially the same information in some other form (e.g. by attaching a vita). If you have no information to list in response to a specific question, answer "None."

1. Positions in ACAAI

Please list all current or proposed relationships with ACAAI, including, but not limited to, positions currently held or sought in ACAAI.

2. Relationship with Other Organizations/Entities¹

Please list any leadership role in, or other relationship with, any other corporation, association, society or foundation (e.g., board member, committee member, advisor, journal contributor).

3. Employment

Please list any individual or entity for whom you are employed, about to be employed, or have been employed within the past three (3) years.

4. Consultancies¹

Please list any individual or entity for whom you² are now providing, or are about to provide, consulting services, as well as any individual or entity for whom you provided such services, or by whom you were paid, during the past three (3) years.

5. Royalties

Please list any individual or entity from whom you² receive, or have received (in the past three (3) years) or are about to receive, royalties or similar payment.

6. Ownership Interests¹

Please list any ownership interests you² hold in a commercial entity that reasonably may be anticipated to conflict with the interests of ACAAI.

7. Honoraria

Please list any honoraria you² have received within the past three (3) years, or expect to receive, of more than \$25,000 per year or \$50,000 over a three-year period.

8. Research Funding

(a) Please list any research funding that you² are about to receive or have received within the past three (3) years.

(b) Please list any other research funding that you know has been received, or is about to be received, by others at your institution(s), which reasonably may be anticipated to conflict with the interests of ACAAI.

9. Other Actual, Potential or Apparent Conflicts

Please list any other personal or professional position(s) or interest(s) you currently or are about to hold, or activities in which you are or are about to be engaged, which reasonably may be anticipated to conflict with the interests of ACAAI.

10. ACAAI Conflict of Interest Leadership Policy

As approved by the ACAAI Board of Regents on November 10, 2016, Members may not serve on the Board of ACAAI within 18 months of having served on the Board of Directors of any other major specialty organization.

¹ Only report those relationships or interests that reasonably involve the interests of ACAAI or allergy, asthma or immunology.
² "You" includes you and anyone with whom you directly share income (e.g., a spouse, minor child, or business partner) as well as a third party whose interest may affect your decision-making (e.g., a sibling or adult child).

I understand the ACAAI strives to preserve its earned reputation of excellence in the fields of allergy, asthma, and immunology. To that end, applicants for positions on the Board of Regents must be of high moral, ethical, and professional standing. I represent and warrant that I do not now engage, and have not previously engaged, in any conduct, personally or professionally, which could adversely affect or bring discredit to the College.

I hereby request and authorize the evaluation and validation of my application. In furtherance of my application for an ACAAI Officer or Board of Regents position, I request and authorize any hospital, medical staff, medical organization, medical practice group, federal or state agency or individual who may have information (e.g., performance evaluations, medical records, patient records, committee reports) which are deemed relevant to my fitness to serve, to provide such information to ACAAI.

I hereby waive any claim for damages, or otherwise, that I may have against any hospital, medical staff, medical organization or individual which supplies information with respect to my application and/or the ACAAI, its officers, directors, members, and agents by reason of any act of omission or commission that they, or any of them, may take in good faith in connection with this application. I understand that the decision as to whether or not I qualify for a position within ACAAI, and whether I am nominated or elected to such position, will be determined solely and exclusively by ACAAI, and that its decisions are final.

I understand that there is a significant time commitment associated with serving as a College Officer or member of the Board of Regents, and I am ready, willing, and able to devote the time necessary to carry out my duties responsibly and completely.

I represent that the information provided in this application is truthful and accurate.

NAME DATE

SIGNATURE

Please submit this completed form along with your CV and a cover letter no later than **February 11, 2019**, to:
Attn: Miriam Standish, Executive Assistant
ACAAI; 85 West Algonquin Road, Suite 550; Arlington Heights, IL 60005
Email: miriamstandish@acaai.org