

# Call for Advisory Group Nominations: Deadline: Wednesday, 23rd August 2017

SNOMED International has a number of voluntary Advisory Groups designed to provide expert advice on the development and implementation of its products and services. See <http://www.snomed.org/participate/join-an-advisory-group/> for information on each of the groups.



At this time, SNOMED International is seeking volunteers to serve on the following Advisory Groups:

- Content Managers Advisory Group
- E-Learning Advisory Group
- SNOMED CT Editorial Advisory Group
- Terminology Release Advisory Group

## How do I apply for a position on a SNOMED International Advisory Group?

### Selection Process

Anyone can apply. **The deadline for submitting a nomination or application is Wednesday, 23 August 2017.** Then a Shortlist Group and a Nominating Committee will be responsible for selecting qualified experts from the candidates. All candidates will be notified by email in by mid-September as to whether or not they have been selected.

### Checklist for your application

Applicants, please make sure you have at least the following 4 items in your email submission to [admin@snomed.org](mailto:admin@snomed.org):

1. Completed Nomination Form, including your declaration of interest (see attached document)
2. Your CV (resume)
3. A self-assessment on the relevant skills matrix (see attached document)
4. A statement of interest (see attached document)

Please contact [info@snomed.org](mailto:info@snomed.org) with questions, or for additional information on the Advisory Group nomination process.

#### SNOMED International Advisory Group Nomination Form

##### Instructions

Thank you for your interest in nominating someone to serve as a member of a SNOMED International Advisory Group. Self-nominations are acceptable.

Please note: This nomination form is for standard nominations as described in section 4 of the SNOMED International Advisory Group Manual. Nominations for member-based nominations (i.e. all of the positions on the Content Managers Advisory Group, all of the positions on the Terminology Release Advisory Group, and most of the positions on the E-Learning Advisory Group) are handled by email. Please contact [info@snomed.org](mailto:info@snomed.org) if there are any questions.

If nominating someone for more than one Advisory Group, please submit separate nomination forms, i.e. each nomination package should focus on one nominee for one Advisory Group. Although individuals may be nominated for more than one group, they are only permitted to participate in one group at a time.

When complete, please name the documents in the following format:

Nominee's name-Advisory Group name-Documents type

For example, Larry Page-TRAG-Nomination Form, or Larry Page-TRAG-CV.

Then submit the documents, preferably in PDF format, by email to [admin@snomed.org](mailto:admin@snomed.org).

**The deadline for nominations is: 23rd August 2017**

Decisions on membership will be made in August. Nominees will be informed about the decisions in late August or early September.

*Note on terms: These Advisory Groups are new. Terms are for two years, with the possibility of being reappointed for one additional two-year term. In order to stagger the terms to ensure some continuity, approximately half of the Advisory Group members selected in 2015 will be assigned one-year terms and the others will be assigned two-year terms. The length of the term assigned in no way reflects the qualifications of the individual; it is merely to create the foundation for staggered terms. Those assigned one-year terms will be eligible for two additional terms, for a maximum of 5-years. Please see the Advisory Group Manual section 3.3 for more information about Terms of Advisory Group Members.*

*Note on travel expenses: These positions are voluntary and unpaid. SNOMED International will offer reimbursement for travel expenses for approved face-to-face meetings or other events to those Advisory Group members who are selected through this standard nomination process. Individuals appointed to Advisory Groups to represent the interests of a Member through the Member-based nomination process are ineligible for SNOMED International-supported travel. Such expenses are assumed to be the responsibility of the Member country.*