

MEMORANDUM

Date: October 5, 2011
To: County Medical Society Officers
From: Ashley Cates, Communications Manager
RE: TMA Award Nominations

The Tennessee Medical Association is proud to accept nominations for the 2012

- **Community Service Award**
- **Distinguished Service Award** and;
- **The Outstanding Physician Award.**

Each nomination should be accompanied by complete information for the nominee(s) according to the criteria, as outlined in each award document in this packet. A checklist is included for each award category and must be submitted at the time of nomination.

Please complete and submit nomination(s) and accompanying materials *by email* to Ashley.Cates@tnmed.org

Please adhere to the following deadlines for each award:

- Outstanding Physician Award December 16, 2011
- Community Service Award December 16, 2011
- Distinguished Service Award January 1, 2012

Please submit all required information or your candidate **will not** be considered.

If you have any questions, please contact me at Ashley.Cates@tnmed.org

OUTSTANDING PHYSICIAN AWARD

Deadline for Submission
December 16, 2011

The House of Delegates of the Tennessee Medical Association adopted a resolution in 1961 outlining the procedure for electing the Outstanding Physicians of the Year. The House of Delegates adopted an amendment to that resolution in 1996 and changed the name to the Outstanding Physician Award.

The Outstanding Physician Award is presented annually by the members of the TMA House of Delegates to member physicians who have made their own personal mark on the profession of medicine in Tennessee and on those whom they have worked with and known during their illustrious medical careers. The process for nomination is as follows:

1. Any TMA Component Medical Society (CMS) offering a candidate for the Outstanding Physician Award shall prepare a nomination to be submitted to the Chief Executive Officer of the TMA NO LATER THAN December 16.
2. The Chief Executive Officer of TMA shall submit the nominations to the statewide Nominating Committee for review.
3. The Nominating Committee will select up to three (3) recipients for the award with not more than one to come from the same grand division. The recipients will be presented to the House of Delegates for confirmation at the Tennessee Medical Association's Annual Meeting during the opening session of the House of Delegates.

It is recommended that each CMS should appoint a committee to prepare its candidate's nomination. The electronic submission must include biographical data, examples of professional excellence, noteworthy civic and community interests, and other data such as newspaper articles, awards, photographs, honor societies, and any other information or reasons for which the candidate is to be considered. A letter of nomination and a photo of the nominee must also be included.

Please be advised that your nominee **will not** be considered for the award if the submission is incomplete.

Use the checklist (on the following page) to assist you in your nomination process. Include the completed form with your formal nomination.

OUTSTANDING PHYSICIAN AWARD

Nomination Checklist

This form **must** accompany each nomination.

- Letter of Nomination
- Digital Photo of Nominee (250 DPI minimum – .jpeg or .tif only)
- Current Curriculum Vitae
- Examples of Professional Excellence
- Noteworthy Civic and Community Interests
- Other (optional information such as letters of support, newspaper articles, awards, honor society notes, etc.)

Deadline for submission of this award is December 16, 2011.

Name of Nominee: _____

Society Name: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address: _____

Date Submitted: _____

Please complete and submit nomination(s) and accompanying materials *by email* to Ashley.Cates@tnmed.org

COMMUNITY SERVICE AWARD

**Deadline for Submission
December 16, 2011**

The Tennessee Medical Association (TMA) annually recognizes persons or organizations outside the medical profession who contribute significantly to the advancement of public health in their respective communities with a Community Service Award.

General Guidelines

- The TMA Community Service Award (CSA) will be given whenever the TMA Board of Trustees determines it is deserved. No more than three (3) awards can be given in any one year.
- The award will be given to a person or organization outside the medical profession (non MDs) in recognition of their community efforts to contribute to the advancement of public health.
- The TMA will not solicit nominees nor publicize the award nomination process outside the TMA and its component societies. The award is intended to allow physicians the opportunity to recognize the work of others and their positive impact on the health of a community.
- Nominations may include, but shall not be limited to, individuals, volunteer health organizations, institutions, political figures, news media, and allied health professionals.

Nomination Guidelines

1. Nominations for a TMA Community Service Award may be submitted by an individual TMA member or a component medical society.
2. Nominations must be submitted by December 16 of each year. The TMA Communications and Public Relations Committee will review the nominations and recommend not more than five (5) nominees to the Board of Trustees for final selection.
3. No physician will be eligible for this award.
4. The recipients shall receive their award during the TMA Annual Meeting.
5. Expenses incurred by the award recipient will be reimbursed by TMA according to Board policy.
6. The TMA Board of Trustees will make its final selections at its January meeting and the nominating CMS or member will be notified, as well as the recipients.

Use the checklist (on the following page) to assist you in your nomination process. Include the completed form with your formal nomination.

COMMUNITY SERVICE AWARD

Nomination Checklist

This form **must** accompany each nomination.

- Letter of Nomination (a detailed description (not more than one page) of the nominee to the improvement or advancement of health in their community)
- Digital Photo of Nominee and/or a Company Logo (250 DPI minimum – .jpeg or .tif only)
- Biographical Data or Corporate Profile and Mission Statement
- Other (support information such as newspaper articles, letters of recommendation, etc.)

Deadline for submission of this award is December 16, 2011.

Name of Nominee: _____

Society Name: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address: _____

Date Submitted: _____

Please complete and submit nomination(s) and accompanying materials *by email* to Ashley.Cates@tnmed.org

DISTINGUISHED SERVICE AWARD

Deadline for Submission

January 1, 2012

The TMA Distinguished Service Award, established in 1964, carries considerable prestige and distinction and should be based on service performed in the *immediately preceding year* (January 1 through December 31).

This award will be presented at the annual meeting. Your nomination should be of physician members who deserve recognition of outstanding service or contribution to the advancement of medical science, or to this Association, or to the public welfare, whether of a civic or scientific nature. Any CMS or member of the Association in good standing may nominate a recipient for this award.

Nominations should be filed with the TMA Chief Executive Officer no later than January 1 preceding the Annual Meeting. The following supporting data is required:

1. Letter of nomination; a detailed statement of the specific justification for the nomination.
2. Recent digital photograph of nominee (250 DPI minimum – .jpeg, .tif or .eps only).
3. Current curriculum vitae.
4. Supporting evidence of merit including publications, articles, and other citations acknowledged in the immediate preceding year.

Use the checklist (on the following page) to assist you in your nomination process. Include the completed form with your formal nomination.

DISTINGUISHED SERVICE AWARD

Nomination Checklist

This form **must** accompany each nomination.

- Letter of Nomination (a detailed description of the specific contribution or accomplishment of the nominee to the improvement or advancement of health in the community)
- Digital Photo of Nominee (250 DPI minimum – .jpeg or .tif only)
- Current Curriculum Vitae
- Supporting Evidence of Merit (publications, articles, other citations)

Deadline for submission of this award is January 1, 2012.

Name of Nominee: _____

Society Name: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address: _____

Date Submitted: _____

Please complete and submit nomination(s) and accompanying materials *by email* to Ashley.Cates@tnmed.org