Call for Applications: American Board of Radiology Executive Director

Summary

The Board of Trustees of the American Board of Radiology is issuing a Call for Applications for the position of Executive Director. It is anticipated that the contract of the new Executive Director will begin July 1, 2014, or earlier to coordinate with the contract of the current Executive Director, who is retiring. Applications will be accepted effective with the date of this announcement. In order to assure a timely process, the application process may be closed as appropriate at the discretion of the ABR.

Background

The American Board of Radiology (ABR; or the Board) is a not-for-profit incorporated entity that serves the public and the medical profession by certifying that its diplomates have acquired, demonstrated, and maintained a requisite standard of knowledge, skill, and understanding essential to the practice of radiology, radiation oncology, and medical physics. The ABR is one of 24 member boards of the American Board of Medical Specialties (ABMS) and serves as the principal body authorized to certify professionals in these fields. It participates in the activities and governance of the ABMS; maintains a working relationship with the Accreditation Council for Graduate Medical Education, the Residency Review Committees for Diagnostic Radiology and Radiation Oncology, and the Commission on Accreditation of Medical Physics Educational Programs; and interacts with its sponsoring organizations, ABMS boards, specialty and medical societies, residency program directors, chairs of healthcare organization departments, diplomates of its board, and the radiologic community at large.

The American Board of Radiology is governed by a board of 24 trustees. The trustees are supported by the ABR staff working in the ABR office in Tucson, Arizona. The ABR also has an examination and meeting center in Chicago, Illinois. Among other duties, the Executive Director supports the trustees, assists the president of the Board to represent the Board in external matters, and oversees the operations of the ABR office.

The Board has issued more than 70,000 certificates since its inception in 1934. It annually certifies candidates in Diagnostic Radiology, Diagnostic Radiology/Interventional Radiology, Radiation Oncology, and Medical Physics, and in the subspecialty fields of neuroradiology, nuclear radiology, pediatric radiology, vascular/interventional radiology, and hospice and palliative medicine as determined by the ABMS. Its certification process consists of written, oral, and computer-based cognitive examinations and a Maintenance of Certification (MOC) program developed and implemented under the auspices of the ABMS.
**Position**

The Executive Director supports the Board of Trustees and oversees the operation of the ABR office and its staff of approximately 70 employees. The position reports to the President of the ABR, who also serves as the Chair of the Board of Trustees. The Executive Director represents the ABR to the public and medical community at large at the discretion of the President and the trustees. The Executive Director is responsible for the management of operations of the Board and directly oversees those staff members who support the trustees in this effort. The Executive Director is assisted in these duties by designated Associate Directors.

**Specific Responsibilities**

The Executive Director will oversee the implementation of the policies of the Board of Trustees relative to the ABR’s mission, goals, objectives, and related policies. He/she will plan ABR programs and activities and perform such other additional duties as may be assigned by the President or Board of Trustees.

**Criteria and Competencies**

Candidates will be evaluated in terms of the following criteria:
- Extensive experience as a Diagnostic Radiologist, Radiation Oncologist, Interventional Radiologist, or Medical Physicist.
- Demonstrable experience working with the ABR.
- Extensive experience and demonstrated accomplishment in leadership and management roles involving strategic planning, operations, human relations, and information technology management.
- It is anticipated that the role is not likely a career development position, but rather will be a senior level effort utilizing previously acquired experience and expertise.

**Term**

Candidates should anticipate providing a mutually agreed-upon commitment for at least five years with renewable commitments to be determined thereafter.

**Process of Appointment**

The Executive Director will be selected by the ABR Board of Trustees from a list of finalist candidates provided by a search group organized by the Board and consisting of current and past trustees. The selected candidate will work with the search group chair and Executive Committee to finalize a contract which will consummate appointment. It is anticipated that the selected candidate will be chosen through direct interaction of the finalist candidates with the Board in Tucson in October 2013. Completion of contract, appointment, and initiation of transition will commence shortly thereafter.

It is anticipated that the new Executive Director will assume full responsibilities on or shortly after July 1, 2014. The retiring Executive Director will be available to assist in the transition as defined.

**Application Process**
Inquiries are welcome and should be directed electronically to the chair of the search group as identified below.

Formal application requires the following:

- Receipt of a written or electronic letter of intent with a request to be considered a candidate for the position. Any preconditions of confidentiality or process should be identified in this letter of intent, and will be discussed with the chair of the search group as appropriate.
- CV with relevant professional references must accompany the letter of intent.
- Brief accompanying statement of rationale, motivation, and intent to serve (approximately 400 words maximum).
- Contact information, including but not limited to, business and personal phone, email, mailing address, and preferred interaction for communication.
- Statement of waiver of confidentiality for ABR contact with sources of reference.

It is anticipated that a subset of candidates will be contacted and requested to provide more detailed statements regarding their vision, personal strategy, self-evaluation of skills and strengths, and other information pertinent to supporting the mission of the ABR in the proposed role. Other applicants will also be notified regarding their applications at this step.

A selected group of candidates will be invited to present themselves for direct interaction with the Board of Trustees at the annual fall meeting of the trustees in Tucson in October 2013. A format for this interaction, along with standardized questions, will be provided prior to this meeting. The candidates’ personal statements and other information from and/or about them will have been reviewed by the trustees in preparation for the interviews. It is anticipated that a single candidate will be identified during or shortly after this process, followed by negotiations to complete a contract for final appointment.

All inquiries and formal requests for consideration as a candidate should be addressed to the Chair of the Search Group, James P. Borgstede, MD, at his email address: borgrad@msn.com. Written inquiries or formal requests can be sent to Dr. Borgstede (c/o Karyn Howard) at the ABR office address: 5441 E. Williams Circle, Tucson AZ 85711-7412.