

TAMPA FEMALE PHYSICIANS

# Board Application Packet

Service Interest Guide • Board Member Application

Board service is a working leadership commitment — not simply a title.

## Why this guide matters

TFP board members help shape programs, events, partnerships, member engagement, and community impact. This guide gives prospective applicants a clear picture of the commitment, expectations, and available areas of service before applying.

## Before You Apply

- Choose a role that matches your skills, interests, and realistic availability.
- Be prepared to take ownership of assigned work and follow through by agreed deadlines.
- Understand that all board members support events, even when another member is the event lead.
- Communicate early when barriers arise rather than allowing tasks to stall.
- Respect the approved lead for each initiative and avoid duplicating or changing another member's work without discussion.
- Represent TFP professionally and keep sensitive board information confidential.

## Core Commitment

|                                                                                                                |                                                                                                          |
|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <b>Meetings</b><br>Attend scheduled board meetings, review materials in advance, and participate in decisions. | <b>Communication</b><br>Respond to time-sensitive board communication within approximately 48 hours.     |
| <b>Events</b><br>Attend and help with TFP events whenever reasonably possible.                                 | <b>Accountability</b><br>Complete assigned responsibilities or communicate early when support is needed. |

## Board Roles at a Glance

Applicants may indicate the role or area that best matches their experience. Final assignments depend on organizational needs, applicant strengths, and board approval.

| Position / Area                       | Primary Focus                                                                                  |
|---------------------------------------|------------------------------------------------------------------------------------------------|
| <b>President</b>                      | Sets direction, leads meetings, supports accountability, and serves as a primary spokesperson. |
| <b>Vice President</b>                 | Supports the President, tracks board progress, and steps in when needed.                       |
| <b>Secretary</b>                      | Manages agendas, minutes, attendance, board records, and governance documents.                 |
| <b>Treasurer</b>                      | Oversees budgets, financial reporting, reimbursements, and sponsorship income/expenses.        |
| <b>Membership Director</b>            | Leads recruitment, onboarding, retention, welcoming, and member engagement.                    |
| <b>Events Director</b>                | Coordinates event planning, venues, vendors, timelines, logistics, and volunteers.             |
| <b>Sponsorship &amp; Partnerships</b> | Builds sponsor and community relationships and manages agreed partner benefits.                |

| Position / Area                                 | Primary Focus                                                                                             |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Marketing &amp; Communications</b>           | Leads social media, email communication, branding, announcements, and promotion.                          |
| <b>Community Outreach</b>                       | Coordinates service projects, collaborations, and physician volunteer opportunities.                      |
| <b>Professional Development &amp; Education</b> | Plans educational programs, leadership workshops, speakers, and CME-related initiatives.                  |
| <b>Mentorship Director</b>                      | Develops mentoring, physician connections, and career-development opportunities.                          |
| <b>Member Experience</b>                        | Collects feedback and strengthens networking, recognition, engagement, and retention.                     |
| <b>Technology Director</b>                      | Supports the website, registration tools, QR codes, event technology, and digital workflows.              |
| <b>Media &amp; Photography</b>                  | Coordinates event photography, video, content collection, and organized media storage.                    |
| <b>Philanthropy &amp; Community Impact</b>      | Leads charitable initiatives, fundraising, donation drives, nonprofit partnerships, and impact reporting. |

## How the Board Works

### One lead per initiative

Each event, program, campaign, or partnership should have one named Board Lead. Other members may assist, but the lead coordinates decisions and completion.

### Collaboration without duplication

Board members are expected to support one another while avoiding repeated work, unnecessary revisions, or silent reassignment of tasks.

### Balanced workload

Responsibilities should be reviewed periodically so the same individuals are not consistently carrying an excessive share.

### Clear delegation

A Board Lead may delegate tasks but remains responsible for coordination, progress updates, and follow-through.

### Mission-focused decisions

Board decisions should reflect member value, physician well-being, community impact, organizational capacity, and TFP's mission.

## Applicant Readiness Checklist

- ☐ I can commit time outside of meetings to complete assigned work.
- ☐ I can communicate reliably through the board's agreed channels.
- ☐ I am comfortable taking ownership and being accountable for deadlines.
- ☐ I can collaborate respectfully, including when viewpoints differ.
- ☐ I will support TFP events and initiatives beyond my own specific role.
- ☐ I will disclose conflicts of interest and protect confidential information.
- ☐ I understand that board needs may require flexibility in role assignment.

**Please apply only if you are ready to be an active, dependable, and collaborative board member.**

## What Happens After You Apply

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- Applications are reviewed based on experience, interests, availability, organizational needs, and overall board balance.
- An application does not guarantee appointment to a specific position.
- Selected applicants may be contacted for a brief conversation before final decisions are made.
- Final role descriptions, goals, and assignments may be refined during onboarding.

*Thank you for your interest in serving Tampa Female Physicians.*

**TAMPA FEMALE PHYSICIANS**  
**Board Member Application**

*Please complete and return to the TFP Board.*

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Interest & Commitment

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**1. Why are you interested in serving on the Tampa Female Physicians Board?**

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**2. What do you hope to contribute to our organization and its members?**

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**3. What skills, experience, or connections would you bring to the board?**

*Examples: leadership, event planning, marketing/social media, sponsorships, fundraising, finance, legal, nonprofit experience, mentorship, community outreach, technology, etc.*

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**4. Have you previously served on a board, committee, or leadership position?**

☐ Yes

☐ No

*If yes, please describe:*

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**5. Approximately how many hours per month can you realistically dedicate to board responsibilities?**

☐ 2–4 hours

☐ 5–8 hours

☐ 8–12 hours

☐ 12+ hours

**6. Which areas interest you most? (Check all that apply.)**

☐ Membership

☐ Sponsorships & Partnerships

☐ Community Outreach

☐ Finance

☐ Advocacy

☐ Other: \_\_\_\_\_

☐ Events

☐ Marketing & Social Media

☐ Mentorship

☐ Education/CME

**7. What does a successful Tampa Female Physicians organization look like to you in the next 3–5 years?**

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**8. What is one new idea or initiative you would like to help bring to TFP?**

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**9. Are you able to attend regular board meetings and assist with events throughout the year?**

☐ Yes

☐ No

**10. Do you have any potential conflicts of interest that the board should be aware of?**

☐ No

☐ Yes (please explain)

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**11. Is there anything else you'd like us to know about you?**

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*Thank you for applying to serve on the Tampa Female Physicians Board.*