



IOWA BOARD OF MEDICINE

OFFICERS

QUALIFICATIONS: The Governor shall appoint, subject to confirmation by a two-thirds' majority vote in the Iowa Senate, the 10 members of the Board of Medicine. The board shall consist of five members licensed to practice medicine and surgery, two members licensed to practice osteopathic medicine and surgery, and three members not licensed to practice either medicine and surgery or osteopathic medicine and surgery, and who shall represent the general public. Each licensed board member shall be actively engaged in the practice or the instruction of the practice and shall have been so engaged for a period of five years just preceding the member's appointment, the last two of which shall be in this state. (IOWA CODE CHAPTER 147)

TERMS: Members shall serve three-year terms, which shall commence on May 1 and end on April 30. Any vacancy in the membership of a board shall be filled by appointment of the Governor subject to Senate confirmation. A member shall serve no more than nine years in total on the same board. (IOWA CODE CHAPTER 147)

COMPENSATION: Members shall be compensation by a payment of the rate of \$50 per diem and reimbursed for expenses for their duties as members of the board.

OFFICERS: The board shall elect a chairperson, vice chairperson and a secretary from its membership at the last regular meeting prior to May 1 or at another date in April scheduled by the board. (IOWA ADMINISTRATIVE CODE 653—CHAPTER 1)

DUTIES: The duties and responsibilities of the board officers are informally described as such:

CHAIRPERSON

1. **Presiding officer**
 - meetings
 - telecommunication meetings
 - hearings
 - agency functions
2. **A voting member of the board**
3. **Chairs Executive Committee**
4. **Appoints members and selects chairs of all standing committees, task forces, and ad hoc committees**
 - Executive
 - Licensure
 - Monitoring
 - Screening

5. **May provide a chair's report at the board meetings**
6. **May provide agenda items for discussion and/or action in open and closed sessions of board and committee meetings**
7. **Appoints voting representative of the board for the Federation of State Medical Boards' annual meetings and meetings of other organizations where the Board has a vote**
8. **Signs board documents**
 - **permanent and special wall certificates**
 - **co-signs letters of warning/education**
 - **co-signs affirm letters of warning/education**
 - **cease and desist Letters**
 - **stipulated orders - agreement not to practice medicine**
 - **notice of Intent to suspend license**
 - **evaluation orders**
 - **consent agreements**
 - **statement of charges**
 - **settlement agreements**
 - **combined statement of charges and settlement agreements**
 - **findings of fact, conclusions of law, decision and Order**
 - **reinstatement orders**
 - **practice monitoring plans**
 - **termination orders**
 - **orders/decisions in response to formal requests before the board**
9. **Promotes and supports the public's understanding of the board and presents a positive image of openness, transparency and objectivity in the board's licensure and enforcement responsibilities.**
10. **Performs other duties as deemed necessary and appropriate or required by statute or administrative rule**

VICE CHAIRPERSON

1. **Fulfills the duties of chairperson when the chairperson is absent, is unable to act, or refuses to act, or when the chairperson delegates that authority**
2. **A voting member of the board**
3. **Serves on the Executive Committee and other standing committees, task forces, and ad hoc committees as assigned by the chairperson**
4. **Promotes and supports the public's understanding of the board and presents a positive image of openness, transparency and objectivity in the board's licensure and enforcement responsibilities**
5. **Performs other duties as assigned by the chairperson or as deemed necessary and appropriate or required by statute or administrative rule**

SECRETARY

- 1. Fulfills the duties of chairperson when the chairperson and vice chairperson are absent, are unable to act, or refuse to act, or when the chairperson delegates that authority**
- 2. A voting member of the board**
- 3. Serves on the Executive Committee and other standing committees, task forces, and ad hoc committees as assigned by the chairperson**
- 4. Promotes and supports the public's understanding of the board and presents a positive image of openness, transparency and objectivity in the board's licensure and enforcement responsibilities**
- 5. Performs other duties as assigned by the chairperson or as deemed necessary and appropriate or required by statute or administrative rule**