*Please note that this document is for reference only. All applications must be submitted electronically through the* [*web form*](https://isoqol.execinc.com/edibo/BoardApplication)*.*

# Background Information and Directions

Thank you for your commitment to ISOQOL and for participating in the Board candidate application process. Your contributions to the organization are greatly valued.

Please be advised that completing this application will require a significant investment of your time. We recommend reviewing this copy of the application and drafting your responses prior to starting the electronic submission process. However, please note that all applications must be submitted electronically through the web form.

The application is divided into four sections:

1. Candidate Application (a series of questions to be answered by each candidate)
2. Election Statement
3. Conflict of Interest Disclosure (please identify any actual or perceived conflicts)
4. File Uploads (professional photo and CV)

The information you provide will assist the ISOQOL Nominations Committee in identifying a slate of qualified and diverse candidates for the open positions on the Board of Directors.

ISOQOL seeks well-qualified candidates who:

* Are current members in good standing.
* Demonstrate a genuine interest in pursuing a board position.
* Have actively participated in ISOQOL activities.
* Possess specific goals for advancing ISOQOL, aligned with its [strategic plan](https://www.isoqol.org/wp-content/uploads/2025/03/ISOQOL-Strategic-Plan_2024-2028.pdf).
* Understand ISOQOL’s mission, values, and strategic direction.
* Are engaged with and have made significant contributions to the science of quality of life and related patient-centered outcomes in health research, care and policy.
* Are recognized leaders within the profession.
* Have established connections within the ISOQOL membership and related communities.
* Exhibit strong organizational skills, particularly in aligning resources with the association’s strategic objectives.
* Have reviewed and agreed to the [Board Roles and Responsibilities](https://www.isoqol.org/wp-content/uploads/2025/03/Roles-and-Responsibilities_Full-Board.pdf).
* Have considered the [proposed meeting dates/times](https://www.isoqol.org/wp-content/uploads/2025/03/2025-2026-Proposed-Meeting-Schedule.pdf) and acknowledge that attendance at meetings outside of normal working hours may be required due to the international composition of the ISOQOL Board.
* Have reviewed the ISOQOL [Board Travel and Reimbursement policy](https://www.isoqol.org/wp-content/uploads/2025/03/Board-Travel-and-Reimbursement-Policy.pdf) and understand your responsibilities regarding Board-related travel.

If you have any questions regarding the candidate application or nominations process, please contact the ISOQOL Office at [info@isoqol.org](mailto:info@isoqol.org).

# Section 1: Candidate Application

## Please provide your contact information:

Name:

Current Employment/Company:

Address:

City/Town:

State/Province/Region (if applicable):

Country:

Zip/Postal Code:

Email Address:

Phone Number:

Links to employer, ResearchGate and/or LinkedIn profiles (Optional):

## Indicate the type of nomination:

Self-nomination

Nominated by a colleague

## Position for which you agree to be a candidate:

President-Elect

Secretary-Treasurer

Director-at-Large

## Other Leadership Opportunities:

Submitting an application for the ISOQOL Board of Directors does not ensure placement on the election ballot. The ISOQOL nominations committee evaluates applications based on qualifications and seeks to address any gaps on the Board to ensure fair representation of the membership. In the event you are not included on this year's ballot, we encourage you to try again next year. There are also several other leadership opportunities available within ISOQOL, such as committees, task forces, Special Interest Groups (SIGs), and journal editorial boards.

**Please indicate if you would like us to contact you about those Leadership roles.**

Please complete the information below to assist the Nominations Committee in reviewing your previous ISOQOL experience.

## Presentations at In-person ISOQOL Events:

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Event Name *(Annual Conference, MWM Symposium, Education Course, etc.)* | Presentation Type *(Oral, Poster, Oral Brief, Plenary, Workshop, etc.)* | Presentation Title |
|  |  |  |  |

## Service as a Volunteer at the Annual Conference

|  |  |
| --- | --- |
|  | Year(s) |
| Mentor |  |
| Reviewer |  |
| Competition Judge |  |
| Scholarship Review Panel |  |
| Moderator |  |
| Symposium or Workshop Selection Subcommittee |  |
| Annual Conference Co-Chair |  |
| Other *(please specify)* |  |

## Service as an Organizer/Contributor for Online Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Event Type *(Education Course, Webinar, Virtual Symposium, etc.)* | Role  *(Moderator, Chair, Instructor, Speaker, etc.)* | Event Title | Presentation Title (if applicable) |
|  |  |  |  |  |

## Service as a Volunteer for QLR or JPRO

|  |  |  |
| --- | --- | --- |
| Year(s) | Journal  *(QLR or JPRO)* | Role  *(Reviewer, Associate Editor, Editor-in-Chief)* |
|  |  |  |

## Service as a Committee or Task Force Volunteer

|  |  |  |
| --- | --- | --- |
| Year(s) | Name of Volunteer Group | Role  *(Chair, Member, etc.)* |
|  |  |  |

## Special Interest Group (SIG) Membership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIG Name | Current Member  *(Yes/No)* | Year Joined | Leadership Position  *(Chair, Advisory Panel, Secretary/Treasurer, etc.)* | Years of Leadership Position |
|  |  |  |  |  |

## Contributions to SIG Projects/Activities

*(Excluding Webinar, Virtual Symposia, and Annual Conference Symposia or Workshop Submissions)*

|  |  |  |  |
| --- | --- | --- | --- |
| SIG Name | Type of Project | Year(s) | Title of Project |
|  |  |  |  |

## ISOQOL Awards

|  |  |
| --- | --- |
| Year Received | Award |
|  |  |

## Other ISOQOL Activities Not Listed Above

# Section 2: Election Statement

In 500 words or less, please describe your motivation for becoming involved with ISOQOL. How does ISOQOL’s mission and vision relate to your work?

In 500 words or less, please describe your qualifications and how your experiences will influence your ability to contribute as an ISOQOL Board Member.

Review the [2024-2028 ISOQOL Strategic Plan](https://www.isoqol.org/wp-content/uploads/2025/03/ISOQOL-Strategic-Plan_2024-2028.pdf). In 500 words or less, choose one strategy and describe an action ISOQOL could take to help achieve the related goal.

Closing Statement: Please provide any additional experiences, skills, or other information that the Nominations Committee should consider as part of your application to the Board.

# Section 3: Conflict of Interest Disclosure and Confidentiality

ISOQOL is committed to addressing any potential conflicts of interest that may arise among individuals involved in decision-making processes related to ISOQOL programs or activities. The integrity of these decisions is critical, and it is essential to avoid any actual, potential, or perceived conflicts of interest.

We acknowledge that various factors can influence an individual's judgment. This section is not meant to imply any assumptions of wrongdoing.

All members of the ISOQOL Board of Directors are required to continually disclose any significant financial interests or relationships with entities that have a commercial stake in ISOQOL activities, programs, or decisions.

Please note that, unless stated otherwise, disclosures should reflect current information or information from the past year.

In the space below, kindly outline any financial or other interests that may reasonably be perceived as conflicting with the interests of ISOQOL.

## Employment

Any full- or part-time employment that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.

## Consultancies

Any consultant arrangements that may give rise to an actual, potential, or apparent conflict of interest must be disclosed if the consultation is current or proposed or if the consultation was performed, or payments or royalties were received for such consultation, within the prior two years.

## Ownership Interests

Any ownership interests in an entity having a commercial interest in any program, activity, or matter under consideration by ISOQOL must be disclosed.

## Honoraria and Funding

Any payments for specific speeches, seminar presentations, publications, appearances, and any receipt of funds for conducting research that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.

## Leadership Roles

Any leadership role past and present (e.g., as a board or committee member or advisor) in another healthcare organization must be disclosed.

## Other

Any other significant financial interest in, or other relationship with, an entity having a commercial interest in any ISOQOL activities, programs, or decisions must be disclosed.

# Section 4: File Uploads

Photo – .JPG, .JPEG, .PNG

CV – .DOC, .DOCX, .PDF