



AHF Nomination Packet

Directors and officers are elected representatives of the association membership and serve as members of the Board of Directors (BOD). BOD members interpret the association bylaws, make policy decisions and execute the policies and procedures to ensure the association goals are met. BOD members also serve as liaisons to association committees and task forces. The President-Elect progresses to President at the start of the next fiscal year, and then continues on the BOD as Immediate Past President.

Enclosed, you will find the election timeline, qualifications and expectations (by position), and the nominating form. All completed forms should be sent to mshin@healthcarefoodservice.org before **December 28, 2018**.

Election Timeline

December 6, 2018	Call for Nominations Open
December 28, 2018	Nominations close
January 14, 2019	Ballot Approved by Leadership Development Committee
January 31, 2019	Board of Directors Ratify Ballot
February 12, 2019	Election Begins
February 26, 2019	Election Closes

The Board of Directors will ratify the ballot on February 28 and notify the candidates during March 1-8. Results will be announced to the AHF Membership the week of March 11.

Demonstrated Characteristics and Qualifications for Board Eligibility

- Willingness to advance the mission and vision of AHF.
- Progressive leadership experience.
- Ability to serve in a board capacity, on committees and willingness to advance to a slated office.
- Commitment to actively participate.
- Institutional support for participation.
- Ability to have professional, respectful, and collaborative relationships with AHF members and staff.
- Continuous AHF board service for AHF executive committee roles is preferred.
- For executive committee consideration, the willingness and ability to serve as AHF president-elect in the future.

Please do not hesitate to contact us with any questions. We look forward to working together to help you through the nomination and election process.

Sincerely,

Leadership Development Committee

Candidate Considerations:

President-Elect:

- If elected, President-Elect serves a 3-year term beginning October 1.
- For all three years, the President-Elect serves on the Executive Committee and Finance Committee.
- During the third year as the Immediate Past President, he/she will serve as the Chairman of the Leadership Development Committee and Past Presidents Council.
- As President, you will write the President's column for each quarterly magazine, *S.O. Connected*. Write articles for the media as requested and respond to requests to speak with the media.

Treasurer-Elect:

- If elected, Treasurer-Elect serves a 2-year term, beginning October 1: Year 1- Treasurer-Elect, Year 2-Treasurer.
- Treasurer-Elect will also be a member of the Executive Committee and the Finance Committee

Secretary:

- If elected, Secretary serves a 2-year term beginning October 1.
- The Secretary serves as a member of the Executive Committee. Prepare for Executive Committee and BOD meetings by carefully studying the agenda and supporting materials.

Leadership Development Committee Member:

- If elected, the Leadership Development Committee member serves a 1-year term.
- The L.D. Committee prepares a slate for the offices required to complete the Board. This is not a Board position. The Immediate Past President chairs the Leadership Development Committee.
- This position is not eligible to run for office while serving on the L.D. Committee.
- Specific Duties include participation in monthly calls required (October through May); no travel required.

Director:

- If elected, the Director at Large serves a 2-year term, beginning October 1.
- Support all BOD actions publicly, even if there are reservations about a decision; do not discuss any BOD decisions with which there was disagreement outside the BOD. All board members are asked to sign a confidentiality agreement.
- Fulfill any assignments. Ensure availability for conference calls, complete assigned tasks within the timelines required and respond to all BOD/Team, member and media requests in a timely manner. Complete all BOD reports and duties. Plan to make approximately 3-5 hours available for AHF activities weekly.
- Attend the AHF Annual Conference and serve as a goodwill ambassador for AHF at the Conference and throughout the year. Members of the Board are also the face of AHF to allied organizations, media and the industry-at-large.
- Commit to attend at least one local chapter meeting during each two-year term of office.
- Write at least one article for the *S.O. Connected* during your term of office.
- Support the Association financially as appropriate and encourage others to do so (example: give to the AHF Scholarship Fund).
- Support and actively promote AHF members for industry awards, including promoting membership for both operators and potential associate members.
- Actively participate and contribute ideas at each BOD meeting.

Board of Directors Specific Duties include:

- Attend all BOD meetings.
 - Prepares for meeting by submitting issues for the agenda, submitting reports for BOD review and thoroughly reviewing all agenda materials provided.
 - Participates in BOD meetings through active discussion of issues, review of reports, participation in decision-making and supplying pertinent input.
 - Maintains confidentiality of all information discussed and presented at BOD and executive committee meetings.
 - Represents the viewpoint of membership and acts in the association's best interest in BOD decisions.
- Interpret bylaws, develop annual action plan, budget funds to support action plan and complete projects to execute the plan.
- Establish lines of communication with members, affiliates and committees, actively soliciting information and input to support adequate data for decision-making.
- Function as a liaison to assigned committees and task forces, communicating on behalf of the BOD with committee chairs, submitting committee reports to the BOD and ensuring that committee chairs and committees are able to fulfill their charge.

Board of Directors Resources Required: As stated in the AHF by-laws, section 7.14.3 – Any officer or director who fails to fulfill the duties of office according to the Association's by-laws, policies and procedures approved by the Board of Directors, or who fails to attend three board meetings per fiscal year may be removed from office with a two-thirds vote of the Board of Directors. (This includes face-to-face meetings as well as Board meeting conference calls.)

- Time required to complete routine activities:
 - General BOD and committee time: at least 3-5 hours per week (this depends on the Board position that is held)
 - Attendance at face-to-face BOD meetings: Up to 3 face-to-face meetings per year.
 - Meeting 1: Fall (November) – Approximately 2 days
 - Meeting 2: Winter (January-February) – Approximately 2 days
 - Meeting 3: Summer (August – beginning of conference) – Approximately 4-6 days.
 - All board members are expected to remain at the conference until the conclusion.
 - Participation in monthly BOD conference calls—1-1.5 hours per month
 - Participation in committee, task force or sub-committee conference calls – up to two hours per month (leaders call and committee call). There is an expectation that as a board liaison to a committee a member make all of the meetings unless absolutely necessary.
- Additional Resources:
 - Telephone, fax and computer access, including Internet
 - Postage for general correspondence
 - File/Storage space
- Travel and other budgeted expenses are paid by BOD members and then submitted for reimbursement unless other arrangements are made with a member of the AHF Staff. Flights should be arranged using the AHF travel service when available. Hotel arrangements are usually arranged by AHF Staff. Other expenses will be reimbursed when expense form is submitted once travel is completed.

(Please complete pages 3-5)

AHF Nomination Form

INSTRUCTIONS: If interested in becoming a candidate or nominating someone for the AHF Board of Directors/Officer position or for the Leadership Development Committee, complete the following form. Send it to AHF Headquarters (mshin@healthcarefoodservice.org) and it will be forwarded to the Committee for consideration.

Nominee Contact Information

Name: _____

Title: _____

Company: _____

City: _____ State: _____

Telephone: _____ Mobile Phone: _____

E-Mail: _____

I am interested in being considered as a candidate for or I hereby submit this nominee to be considered as a candidate for (please mark an X; if selecting more than one office, please prioritize 1-4. 1= First choice):

____ President elect

____ Treasurer elect

**Please check the box on the right if you are willing and able to serve as AHF president elect in the future if selected.*

____ Director at Large
(3 positions available)

____ Leadership Development Committee members (2 positions available)

If submitting name of another party for consideration, please complete the following:

Nominating Member Name: _____

Company: _____

Title: _____

Telephone: _____

E-Mail: _____

AHF Nomination Form

To help the Leadership Development Committee consider all the potential candidates, we would appreciate your taking a few minutes to answer the questions below, attach your professional curriculum vitae and email this information to: mshin@healthcarefoodservice.org by December 28.

1. Name: _____

2. Current Position Title: _____

3. Facility Name: _____

4. Describe your facility (ies):

Facility type: _____

(Ex. Academic Medical Center, Acute, Children's, Community, Critical Access, Long Term Care, Multi-campus of system, Psychiatric, Rehab, Senior Living, VA/Military)

Acute Care _____(beds)

Extended Care (residents) _____

Total beds _____

5. Years in Current Position _____

6. Briefly describe your operation and role:

7. What is your leadership philosophy? How have you demonstrated this in your life's experience?

8. How did you become involved with AHF?

9. Describe your involvement in other healthcare foodservice associations/society programs, services, team/committee over the last 3 years?

10. How long you have been benchmarking with AHF? If you are not benchmarking, please explain why.

11. What do you consider your greatest professional accomplishments?

12. Please describe the skills and attributes that you bring to the position for which you are nominated.

13. How would you support and promote the mission of AHF if elected?

(Mission: Healthcare organizations are best served by self- operated foodservice. AHF drives excellence by developing members to create best practice, advocating for our members, and connecting the leaders that advance the industry.)

14. If nominated and elected will you be able to devote at least **3-5 hours weekly** to AHF activities?

_____Yes _____No

Please attach your professional curriculum vitae.

If selected as a candidate, you will need to provide a letter of support from your immediate supervisor, indicating that (s) he and your organization are willing to have you serve in this capacity.

Please return this completed form to:
mshin@healthcarefoodservice.org