



## **ASHE Awards and Recognition Task Force Charter**

### **I. Purpose**

The purpose of the ASHE Awards and Recognition Task Force (the "Task Force") is to review and evaluate nominations for the following prestigious ASHE awards:

- **Crystal Eagle**
- **Emerging Regional Leader**
- **Excellence in Health Care Facility Management**
- **Ilse B. Almanza Scholarship Recipients**

The Task Force is responsible for selecting recipients for these awards based on merit, achievement, and alignment with the criteria established by ASHE. The Task Force ensures a fair and transparent selection process to recognize outstanding individuals and teams in the field of health care facility management.

### **II. Scope of Work**

The Task Force's primary responsibilities include:

1. **Reviewing Award Applications:** Receiving and reviewing all award applications and supporting documentation, ensuring each nominee meets the eligibility and criteria outlined for each award.
2. **Selection of Awardees:** Evaluating nominations, discussing them thoroughly, and voting on the recipients of each award.
3. **Collaborating on Scoring Criteria:** Working with ASHE staff to develop and refine scoring criteria and the evaluation process to ensure fairness and consistency in the selection of award recipients.
4. **Promoting the Awards Program:** Encouraging nominations within the ASHE community to ensure broad participation in the awards process.

### **III. Regular Duties**

1. **Understanding Award Criteria:** All Task Force members are required to read and understand the criteria for each of the above-mentioned awards thoroughly.
2. **Accessing Applications:** Task Force members will access award applications and supporting documentation through the Open Water platform.



3. **Application Review:** Members are expected to review all applications and supporting materials in detail prior to virtual meetings.
4. **Virtual Meetings:** The Task Force will meet virtually via MS Teams weekly to discuss and vote on award winners.
5. **Voting Process:** During virtual meetings, members will come to a consensus or vote on the winners for each award, based on a thorough review of the applicants' qualifications.

#### **IV. Requirements for Membership**

To be eligible for membership on the Task Force, the following criteria must be met:

1. **ASHE Membership:** Must be an ASHE member in good standing.
2. **No Active Applications:** Must not be an active applicant for any of the awards mentioned above (Crystal Eagle, Regional Leader, Excellence in Health Care Facility Management, Ilse B. Almanza Scholarship).
3. **Conflict of Interest and Nondisclosure:** Must complete and submit the required conflict of interest and nondisclosure forms as part of the application process.

#### **V. Length of Term**

1. **Minimum Service:** Members are expected to serve a minimum of three years on the Task Force.
2. **Leadership Roles:** Members may serve as Task Force Chair or Vice-Chair, with each role having a one-year term.
3. **Maximum Term:** The maximum term a member may serve on the Task Force is five years, consisting of:
  - Three years as a Task Force member,
  - One year as Vice-Chair,
  - One year as Chair.

#### **VI. Task Force Chair and Vice-Chair**

1. **Chair:** The Chair is responsible for leading meetings, setting agendas, facilitating discussions, and ensuring the smooth operation of the Task Force. The Chair will serve a one-year term.



2. **Vice-Chair:** The Vice-Chair will assist the Chair and stand in for the Chair as needed. The Vice-Chair will serve a one-year term and will typically transition to the Chair position after completing their term.

## **VII. Meetings and Decision-Making**

1. **Meeting Frequency:** The Task Force will meet virtually every week during the month of April, to review nominations and vote on award recipients. Additional meetings may be scheduled as necessary to address special tasks or modifications to the awards process.
2. **Decision-Making Process:** The Task Force will strive for consensus on all award decisions. If consensus cannot be reached, the decision will be made through a majority vote.

## **VIII. Confidentiality and Conflict of Interest**

1. **Confidentiality:** All members must maintain the confidentiality of all nominee information and any discussions held within the Task Force. Information must not be disclosed to non-committee members unless authorized by ASHE.
2. **Conflict of Interest:** Members must disclose any potential conflicts of interest regarding nominees. If a member has a conflict of interest, they must recuse themselves from the discussion and voting for that particular award.

## **IX. Amendments to the Charter**

This charter may be amended as needed with the approval of the Task Force and ASHE leadership. Any amendments to the charter will be communicated to all members, with sufficient time for review and feedback.

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This charter outlines the roles, responsibilities, and expectations for members of the ASHE Awards and Recognition Task Force. It ensures clarity and transparency in the awards process, promoting a fair and thorough evaluation of nominations.