

Eligibility

All candidates for President Elect must have been a current NSH member for five (5) consecutive years immediately before the election. Serving as the President Elect cannot cause the candidate to have a conflict of interest with their current employer. Candidates cannot currently hold a board position with a histology focused state society or association that targets histotechnologists as members. Before submitting your candidate form, please be sure that you meet the eligibility requirements and are otherwise qualified for nomination in accordance with the NSH Bylaws. Please review the position requirements in detail found in Addendum B and on www.nsh.org.

Required Materials for Submission

1. **Completed Candidate Form** including answers to the five questions on a separate sheet if needed.
2. **Curriculum Vitae** for Governance Review Panel to confirm your qualifications as a candidate.
3. **A current photograph**, depicting the head and shoulders only of nominee. The image file may be no less than 300 dpi resolution. All professional photographs should be accompanied by written consent from the photographer stating permission to use photograph for reproduction and publication.
4. **Optional Reference Letter**- Candidates are welcome to include reference letters from employers or fellow NSH members but they are NOT required.

This information and photo must be emailed to the Governance Committee Chairperson via the NSH Office, histo@nsh.org, no later than October 1, 2026.

Position

I am submitting my candidate form for the position of _____

Candidate Contact Information

Name: _____

Credentials (PhD, HT(ASCP) etc): _____

Home Street Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Email: _____

Primary Phone: _____

Organization: _____

Title: _____

Is your employer aware of your potential candidacy? ☐ Yes ☐ No

Do they support your decision to volunteer in this capacity? ☐ Yes ☐ No

Candidate Demographics

Gender: ☐ Female ☐ Male ☐ Other ☐ Prefer Not to Answer

Ethnicity: ☐ African American ☐ African or African Caribbean ☐ Alaska Native ☐ American Indian
☐ Asian ☐ European ☐ Hawaiian Native ☐ Hispanic or Latino ☐ Pacific Islander
☐ White (Non Hispanic) ☐ Other ☐ Prefer Not to Answer

Select the practice area that best describes your current work environment *(See Addendum A for definition):*

☐ Hospital ☐ Academic or Research Facility
☐ Private Laboratory ☐ Contract Research Organization
☐ Reference Laboratory ☐ Pharmaceutical Company
☐ Government Agency ☐ Industry

How many years have you worked in histology?

☐ 5 years or less ☐ 6-10 years ☐ 10 +years

Candidate Background

National, Regional, State Society Positions Held:

Teaching/Lectureships:

Professional Awards/Recognition Received:

Candidate Questions

Please answer the following questions. If you require additional space, feel free to submit your answers on a separate document and return it with your candidate form.

1. What leadership characteristics / values will you bring that would best impact the Society as a member of the Board of Directors?
2. Other than expertise in histology, what specific competencies do you bring that will enhance Board processes? Please provide examples related to such areas as finance and budgeting, setting strategic direction, performance assessment, project oversight, and/or change management.
3. What do you see as the role of the Society's CEO? How do you see Board members working with staff?

4. Regarding the profession, what are the three most pressing issues/trends and how should we address these?

5. What are the critical opportunities and challenges that you see for our organization?

Candidate Declaration

I hereby confirm that I have reviewed and am aware of the duties and responsibilities of the office for which I am submitting my candidate form. If elected, I will fulfill these obligations to the best of my ability in accordance with the NSH bylaws and job description.

Candidate Signature: _____ **Date:** _____

Addendum A

Histotechnologist Work Environments

When selecting your work environment in the demographics section of the candidate form please refer to the list below for definitions of each environment.

- **Hospitals:** Histotechnologists often work in the local community and large metropolitan hospitals with an in-house department of pathology.
- **Private Laboratories:** Private laboratories are established by medical facilities to perform tests on the patients in their practice. Histotechnologists process the tissue samples that are procured from within the network of clinics many of which focus on specialized care including gastroenterology, urology and dermatopathology.
- **Reference Laboratories:** Reference labs provide histology services for various external clients, including clinical trial requests, veterinary offices, scientific studies, doctors' offices, hospitals, etc. Large reference labs are emerging in the research area in the form of Laboratory Developed Tests.
- **Academic and Research Facilities:** On the cutting edge of histology, academic hospitals and universities work on immunology, antitumor immunity, molecular diagnostics, microbial pathogenesis, antigen selection, t-cell development, and more.
- **Contract Research Organization:** Contract Research Organizations (CRO) provide histology services to pharmaceutical, biotechnology, and medical device industries, as well as government and academia, outsourced on a contract basis. Histotechnologists perform routine histology procedures for studies or more specialized procedures involving specialized trimming and processing techniques, IHC, molecular techniques, and image analysis with some procedures requiring method development.
- **Pharmaceutical Companies:** Histotechnologists play a vital role in developing drugs designed to treat the diseases their profession identifies. Knowing how tissues and antibodies respond to various chemicals is essential in determining whether a treatment will be effective.
- **Government Agencies:** Histotechnologists employed by the government include the Centers for Disease Control and Prevention, the Federal Drug Administration, National Institutes of Health, the United States Department of Agriculture, and various state Bureaus of Investigation.

Addendum B

President-Elect Overview

The NSH President-Elect assumes and performs the President's duties when the President is absent or unable to act. When acting as President, the President-Elect is subject to all powers and restrictions upon the President. The President-Elect's role is to provide leadership continuity and work in collaboration with the President, Immediate Past President, and Board of Directors.

Responsibilities

- The Society elects a President-Elect, who will serve three consecutive one-year terms as President-Elect, President, and Immediate Past President.
- The President Elect shall serve as the Chair of the Governance Committee. The committee is responsible for overseeing the interpretation of the Bylaws should questions arise from the membership and making amendment recommendations to the membership for consideration and acceptance. The committee is responsible for developing board recruitment, cultivation, and vetting methods and proposing an annual nominating slate for officer, board member, audit, and governance committee elections.
- The President-Elect provides oversight of the NSH Strategic Plan in collaboration with the President, Immediate Past President, and the CEO. The Society's plan is reviewed and updated on an annual basis. As strategic objectives are completed and moved to operations, it will be necessary to periodically review current programs' efficacy.
- The President-Elect will recommend selecting annual strategic objectives for Board Approval to be included in the CEO's Annual Operating Plan. Each May, the Board approves of Directors to kick off the annual budgeting process.
- The President-Elect will coordinate with the CEO and President to prepare meeting agendas and presentations.
- As a part of the Executive Committee, the President-Elect participates in the CEO's Annual Review Process. The President leads the Annual Review conducted by the Executive Committee per the CEO's employment contract.
- The President-Elect will review and abide by NSH's approved policies in the NSH Governance Tab on The Block, the Society's private online community.

In collaboration with the Board of Directors as a whole, the President-Elect is expected to:

- Decide on matters of Society policy, direction, and strategy.
- Determine the association's public policy and government relations/regulatory positions.
- Identify and address short- and long-term Society opportunities, threats, and issues.
- Establish committees, task forces, and working groups.
- Ensure adequate financial resources are available and allocated and manage those resources by providing effective financial governance and oversight.
- Review and approve the annual budget review investment information quarterly.
- Oversee the association's organizational governance structure.
- Conduct an annual assessment of the Society's volunteer resource talent, skills, expertise, and experience.
- Perform the requirements established within the Society's Bylaws, state laws, and regulations.

Time Commitment

- The President-Elect should plan to spend an average of three to four hours per week on Society business. The time commitment will vary by the annual governance calendar.
- Once Elected, the President-Elect will serve three consecutive one-year terms: President-Elect, President, and finally, as Immediate Past President. Once the three terms are completed, the Immediate Past President may not serve on the Board of Directors in any capacity for five years.
- The Board will hold an average of six two-hour web conferences annually in addition to in-person meetings held during the NSH Annual Convention.
- The President-Elect, along with the President and Immediate Past President (the Office of the President), will meet with the CEO monthly (or as needed) on the Society's oversight matters.
- During the NSH Annual Convention, the President-Elect is required to attend the following meetings: First Timer's Reception, Board Meetings, General Sessions, Strategy Planning, Annual General Membership Meeting, and other meetings as required by the Board.
- Attend the ASAE CEO Symposium with the CEO before starting their term in January. Pending location, President-Elect may need to travel the day preceding and following the training. NSH covers travel expenses'
- Travel to the NSH Annual Convention is reimbursed at the following rate and *is subject to change via the annual NSH Budgeting process*. Receipts and a completed expense report must be submitted within 30 days of the annual meeting's conclusion to receive reimbursement as outlined below.
 - Non-refundable, advance purchase economy round trip per the annual budget caps
 - Half hotel room for 6 nights
 - Up to \$75 for ground transportation (travel to your home airport is not covered)
 - Current per diem for 6 days

General Requirements

- The President-Elect must have been an active member for five (5) consecutive years immediately before the election.
- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.
- A holistic, strategic thinker and problem solver can add value to creating the Society's mission, vision, and strategic direction of the association.
- Has full commitment from their employer, which may include, but is not limited to, support for all time requirements.
- NSH Board work and correspondence take place via a private community on [The Block](#) and project management software, Asana. The President Elect must have access to email and the internet to access The Block and Asana.
- NSH uses [Zoom](#) for its committee meetings. It is free of charge to download the app. Please contact the CEO if you have questions on how to use the app.