

Eligibility

All candidates must have been a current NSH member for two (2) consecutive years immediately before the election. Serving on the Board of Directors 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 or 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. Regarding the profession, what are the three most pressing issues/trends and how should we address these?

4. What do you consider the two most exciting initiatives in our strategic plan? Please explain.

5. What do you hope to accomplish in the office for which you are running?

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

Board Secretary Overview

NSH's Board of Directors is comprised of the Officers and four Members At Large. The Board is a committee of the whole with its fiduciary responsibility belonging directly to The Society. The NSH Board Secretary serves on the Executive Committee and is a corporate officer of the Society who reports the minutes of all meetings to the Board members.

Responsibilities

- In collaboration with the CEO, the Secretary reports the minutes to the Board members within 90 days of a meeting. Minutes are posted in the Board's Community on The Block and will be reviewed for approval at the next Board meeting with a quorum.
- Prepare for, attend, and actively participate in all Board of Director and Executive Committee meetings and web conferences.
- As a part of the Executive Committee, the Secretary participates in the CEO's Annual Review Process. The Annual Review is led by the President and conducted by the Executive Committee per the CEO's employment contract.
- Abide by the Board's Conflict of Interest and Code of Ethics
- Actively, professionally, and enthusiastically advocate, support, and enhance the mission and the public image of the Society and the profession of histotechnology.
- Professionally express one's opinion during board discussions and debates, but then speak with one voice regarding the Board's final decisions.
- **In collaboration with the Board of Directors as a whole, The Secretary is expected to:**
 - Decide matters of Society strategy, direction, and policy.
 - 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 as established within the Society's Bylaws, state laws, and regulations.
- The Secretary reports the Board's actions to the membership during the Annual General Membership meeting held in conjunction with the NSH Annual Convention.
- The Secretary will review and abide by NSH's approved policies in the NSH Governance Tab on The Block, the Society's private online community.

Time Commitment

- Once elected, the Secretary will serve for two years and is eligible to be elected for one additional term.
- The Secretary should plan to spend an average of 1 - 2 hours per week. The time commitment will vary by the annual governance calendar.
- The Board will hold an average of five two-hour web conferences annually in addition to in-person meetings held during the NSH Annual Convention
- During the NSH Annual Convention, the Secretary must 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.
- 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

- Must be an active member for two (2) consecutive years immediately before the election.
- Effective communicator, written and verbal; comfortable participating in complex discussions with colleagues.
- Holistic, strategic thinker, and problem solver with the ability to 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 Secretary 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.