



NAHSE Chicago 2023 Elections

Q&A

Executive Board Description



Elections 2023

The NAHSE Chicago Midwest Chapter Nomination Committee seeks nominations for the 2023-2025 Chicago Executive Leadership Team. Please consider submitting a nominee or a self-nomination for the following positions:

- Chapter President - Elect
- Chapter Secretary
- Chapter Treasurer
- Chapter Parliamentarian



National Updates

Mission

- Promote the advancement and development of Black healthcare leaders and elevate the quality of healthcare services rendered to minority and underserved communities

Vision

- Be recognized as the premier professional membership society for Blacks in healthcare management



Strategic Goals - ABLE

- **Amplify** Black voices in healthcare
- **Build** the pipeline of future Black healthcare executives
- **Lead** by Example
- **Ensure** that sustainability of NAHSE



2023 Organizational Impact: By the Numbers

35

CHAPTERS

1200+

PERSONAL, STUDENT and INSTITUTIONAL

MEMBERS

9600+

LISTSERV

120+ EVENTS

PUBLIC POLICY, NETWORKING,
GENERAL EDUCATION, VOLUNTEERING,
ADVOCACY, COMMUNITY OUTREACH

50+ PARTNERSHIPS

COMMUNITY, GRADUATE PROGRAM,
HEALTHCARE, AND LOCAL/STATE GOV'T

2023 – 2025 Open Positions



→ Executive Board Officers

- ◆ President-Elect
- ◆ Secretary
- ◆ Treasurer
- ◆ Parliamentarian

Terms are two years with the option for re-election up to three (3) consecutive terms. New officers will begin their office on November 2, 2023, the date of the official Inauguration ceremony.

***** Only financial members in good standing are permitted to participate in the election process.*****



Opportunities to Serve on Committees

(Appointed by the Incoming President)

- Communications
- Community Engagement
- Membership
- Public Policy & Advocacy
- Students & Early Careerist



President-Elect

The President-elect shall have such powers and perform such duties as shall be delegated to them by the President.

Key Tasks:

- Works closely with the President in developing the strategic goals for the association and ensure implementation of the strategic goals.
- Prepare and preside over meetings and conference calls in the absence of the President.
- Helps to ensure resources for the association.



Secretary

The Secretary shall record the minutes of the meeting and handle all correspondence for the organization. The Secretary shall notify the membership, by mail or telephone, and develop meeting notices and other information requested by the President.

Key Tasks:

- Draft meeting agenda, minutes and distribute the minutes to executive board/committee chairs following meetings.
- Draft, plan, and disseminate all communications to Chapter membership (in partnership with the communication committee).
- Works with the assigned vendor to update the website, develop graphic design requests, etc.



Treasurer

- Have a background in financial services and/or operational leadership.
- Have Fiduciary responsibility for funds.
 - Be responsible for all Financial Records.
 - Be a signatory on the Chapter's bank accounts.
 - Make recommendations regarding the Chapter's financial affairs. → Submits monthly financial reports to Headquarters (and upload documents to the NAHSE repository).
 - Comply with the reporting requirements established by the Association relative to the finances of the Chapter.
 - Works with the Chapter President to develop an annual chapter budget.



Parliamentarian

The Parliamentarian shall set and rule on parliamentary procedures to ensure effective and efficient use of the Association's time. He or she will conduct a roll call of the Board for voting eligibility after the Secretary's roll call.



Committee Chairs

We are currently seeking individuals to chair the following committees:

(Appointed by the incoming President.)

- **Communications** — Serves as a conduit for information regarding Chapter events and programs. Helps to maintain membership engagement by keeping up-to-date information available via social media platforms, the local chapter site as well as an internal source of information dissemination. Works closely with the chapter's secretary and Graphic Designer, proofs all flyers, bulletins and social media notices prior to posting.
- **Community Engagement** — Develops strategic community service programs and activities to support communities within the Chicagoland area.
- **Membership** — Develops, recommends, and implements strategies for retaining members and is responsible for recruiting new members. This committee is also responsible for developing surveys to evaluate current programming and services to ensure member needs are met.



Committee Chairs, cont.

- **Public Policy & Advocacy** – Develop programs to support national, regional and local policy decisions in relations to critical health care issues and advocacy.
- **Students and Early Careerists** – Develop programming that is of interest to members with less than 10 years of professional experience as well as undergraduate and graduate healthcare management, health services administration, and public health students.

Each committee is responsible for curating quarterly events (except for Communications) and holding a standing committee meeting at least bi-monthly to engage committee members. Updates from the chairs are reported to the Executive Committee during the monthly Board Meeting.



What is Expected of the Candidates

→ It is expected that each elected/appointed candidate:

- Commit to the mission and vision of NAHSE.
- Carry out the duties of the position in which you are elected.
- Exercise proper stewardship of the association.
- Act morally and ethically in accordance with the association's values.
- Attend all scheduled board meetings and chapter events and programs.
- Attend scheduled National conferences, program and/or meetings.
(You are responsible for all conference related cost and transportation).
- Maintain NAHSE membership for the duration of their board service.



Time Commitment – at least 10 hours per month

Call for Nominations

The following must be met to be added to the ballot:

- The call for nominations will be emailed to all NAHSE- Chicago members.
- A NAHSE member may self-nominate or nominate another financial NAHSE member.
- All nominees must be financial members in good standing.
- The following documents must be submitted for the application to be considered complete:
 - Candidate Nomination Form
 - Current Resume/CV
 - Headshot
 - Letter of interest with the nominee's personal goals for the organization, including specific plans and their platform for the office.
- Nominations must be completed in full and submitted by **Monday, September 18, 2023 at 12:00 PM CST** via email.



Application Requirements

Nominee submissions will include:

- Resume
- Candidate Nomination Form
- Statement of Interest/Why you would like to serve on the NAHSE Chicago Executive Board (include qualifications that you possess to support the role that you are applying for.)
- Current Head shot

*****Only Financially Active members will be considered.*****

**NATIONAL ASSOCIATION OF HEALTH SERVICES EXECUTIVES
Chicago Chapter**



Candidate Nomination Form 2023

The following person is being nominated for the office of (Please check one)

President-Elect

Treasurer

Secretary

Parliamentarian

Name:	
Title:	
Organization:	
Mailing Address:	
Telephone Number:	
Email Address:	

Please complete the following information:

What year did the nominee first become a paid member of NAHSE? _____

Has the nominee been a paid financial member for 2020, 2021, and 2022? _____

List the nominee's role with the NAHSE Board, National Committees, Annual Educational Conference, Case Competition, Local Chapter, and other NAHSE events or projects. Provide dates for each activity.



Voting Process

- . Financial eligible NAHSE Chicago members are eligible to vote in the upcoming elections.
- . Current financial members will receive an email link.
 - Each link is unique to individual voters. **PLEASE DO NOT FORWARD YOUR VOTING LINK**; links forwarded cannot be reused and may potentially be flagged as fraudulent.
 - Once voting has closed, the Nominating Committee will review the results and report the results.
 - A simple majority is necessary to determine the winner for each office.



Recap: Nomination & Election Schedule

- September 18th – Call for Nominations Due
- .September 24th - October 2nd - E-Board Candidate Interview
- .October 4th –NAHSE Chicago Executive Board Candidate Slate Presentation
(Ballot released to paid NAHSE Chicago members electronically)
- .October 13th – New Board Announcement
- .November 1st – New Board Effective Date
- .November 2nd – NAHSE Chicago Installation of Newly Elected Executive Board Members (Ceremony & Reception)