



## **ASHE Advisory Board Service Criteria Associate Member Representative**

### **ASHE Advisory Board eligibility requirements:**

- Be active in the field of facility management.
- Be a current member of ASHE for at least three years.
- Be in compliance with all provisions of the ASHE policies.
- Have support from your organization's leadership and must be able to complete a conflict of interest and nondisclosure statement.

### **Advisory Board members' responsibilities:**

- Provide thought leadership from the field.
- Participate in the strategic planning process to propose programmatic, policy and advocacy strategic goals that further the mission of ASHE and AHA.
- Represent the priority interests of associate members.
- Engage with members.
- Serve as an advocate for associate members' roles.
- Offer comments annually regarding the performance of the ASHE executive director.

### **The Advisory Board, as a whole, is charged to:**

- Annually evaluate progress on the strategic plan.
- Organize and oversee committees designed to execute on strategic plan or programmatic needs.
- Provide recommendations for ASHE/AHA in formulating policy, in representation of their profession.
- Interface with other ASHE/AHA entities on subjects of interest to the members.

## **ASHE Advisory Board members are expected to fulfill their responsibilities by:**

- Serving a two-year term after which he/she is eligible for reelection (maximum of two successive terms).
- Committing time to attend all Advisory Board meetings, the ASHE Annual Conference, chapter visits, and other meetings as assigned.
- Preparing for Advisory Board meetings by reviewing materials and preparing and submitting reports as needed.
- Actively participating in meetings by listening to others, participating in discussions and establishing priorities.
- Building and maintaining communication with ASHE members in their constituencies through a variety of channels, including newsletters and visits to chapter meetings.
- Supporting the ASHE Annual Conference by attending key events, including those that represent the associate member audience, and performing other duties as assigned.
- Promoting ASHE membership, products and programs to members and others.
- Supporting and communicating ASHE's mission and goals to others.

In addition to the candidate's ability to meet the basic eligibility requirements and carry out the fundamental duties of the job, the ASHE Nominating Committee will consider the candidate's level of ASHE involvement, their professional background and their leadership qualities.

**Questions regarding the criteria election process should be directed to Charmaine Osborne, election secretary at [cosborne@aha.org](mailto:cosborne@aha.org).**