



# 2021 Regional Leader Award

Application for nomination

*Deadline for nomination April 9, 2021*

## **Purpose**

ASHE promotes the Regional Leader Award program as an opportunity to recognize future leaders within the field of health care engineering and facilities management community. The award recognizes one individual from each of the ten regions for their demonstrated leadership skills, exemplary commitment to their local chapter or community, or to the healthcare profession.

## **Eligibility**

Candidates must meet **ALL** of the following requirements:

- Be a current member in good standing with either ASHE national or an affiliate ASHE chapter.
- Must have two (2) years of continuous membership at the time of application.
- Be actively employed by or in a health care facility.
- Demonstrate exemplary leadership skills and a commitment to the field of health care.

### **The following individuals are ineligible**

- Any previous recipients of ASHE individual awards (including Regional Leader)
- Current ASHE committee members
- Current and past ASHE board members
- Life/retired members
- ASHE members who have achieved Senior or Fellow status

## **Recipients receive**

*Award recipients will receive the following:*

- Commemorative plaque, presented during the ASHE Annual Conference.
- Complimentary registration to attend the ASHE Annual Conference (*includes per diem for expenses*).
- One (1) year of ASHE membership.
- Invitation to attend ASHE Leadership Institute (*includes per diem for first year to offset expenses*).
- Formal press release and recognition in ASHE communications after the award presentation.

## **Review process**

- Applications will be reviewed and evaluated by a select ASHE task force.
- An incomplete application will be deemed ineligible by the task force. Individuals whose application is deemed ineligible can resubmit the following year.
- Decisions made by the task force are final and subject to the approval of the ASHE Executive Committee.

## **Notification of award**

Individuals selected for Regional Leader Award will be notified by **June 30, 2021**. Other candidates and preparers will be notified by July 12, 2021.

### **Disclaimer**

*ASHE reserves the right to revise/modify the nomination process, eligibility requirements, criteria or any other rules associated with the award program without prior notice.*

## **Preparing the application**

To ensure a thorough review of your application, be sure your supporting documentation is compiled and organized as indicated below, for easy reference and verification:

### **Supporting Documentation** – (1-5 should be scanned as one document in PDF file format)

1. **Application** (*be sure the application is signed and dated*)
2. **Membership** (*include letter to verify candidate's membership status*)
3. **Professional Resume** (*include a copy of the candidate's resume*)
4. **Recommendation Letters** (*letters must be signed and dated*)
5. **Candidate's written narrative** (*written and signed by the candidate*)

### **Professional photo/headshot** – (scanned separately from documents 1-5 above)

*One professional photo (headshot) in color, high-resolution in JPG file format*

## **Submitting an application**

The preparer of the application is responsible for the accuracy and completeness of the application at the time of submission. Applications submitted without the required documentation/or missing information will be considered ineligible for review. All documentation becomes the property of ASHE and will not be returned.

## **Online application**

- Applications for Regional Leader Award can be completed online at [https://www.ashe.org/awards/regional\\_leader](https://www.ashe.org/awards/regional_leader)
- The preparer of the application is responsible for the accuracy and completeness of the application at the time of submission.
- Allow 30-45 minutes of uninterrupted time to complete the entire online application process. You will not be able to save your work and come back to it later.
- You will be asked to upload two (2) separate files
  - One (1) PDF file (supporting documentation)
  - One (1) JPG file (photo)
- Sign and date the application. Be sure to include your contact information and the correct contact information of the nominee.
- Once submitted you will receive an e-mail notification confirming receipt of application.

### **Questions**

Contact Charmaine Osborne @ [cosborne@aha.org](mailto:cosborne@aha.org)

## Regional Leader – Criteria Worksheet

Applications must include the following documentation. All documentation must be included as part of the application, any missing information will deem the application/nomination ineligible.

| Criteria  | Requirements   | Documentation to support application   |
|---|--|--|
| <b>Membership</b>   | <ul style="list-style-type: none"> <li>• Candidate must be a current member in good standing with ASHE or an ASHE affiliate chapter.</li> <li>• Must have two (2) years of continuous membership at the time of application</li> </ul> | Include at least <b>one (1)</b> of the following to verify active membership: <ul style="list-style-type: none"> <li><b>A. <u>National ASHE Membership</u></b><br/>Include an official letter from ASHE confirming years of membership.</li> <li><b>B. <u>ASHE Local Chapter Membership</u></b><br/>Include an official letter from the local chapter confirming years of membership.</li> </ul>   |
| <b>Professional experience</b>  | Candidate must be actively employed in or by a health care facility.   | Include a copy of the candidate’s professional resume to confirm employment.   |
| <b>Letters of recommendations</b>   | Candidate must have the support of their local chapter, peers, colleagues and/or immediate supervisor.   | Include <b>two (2)</b> letters of recommendation from any of the following individuals: <ul style="list-style-type: none"> <li>• Immediate supervisor and/or CEO</li> <li>• Local Chapter President and/or Officer</li> <li>• Fellow ASHE member</li> </ul> Recommendation letters must address the following: <ul style="list-style-type: none"> <li>• Reason for the nomination</li> <li>• Leadership qualities</li> <li>• Contribution on projects, committees, etc.</li> </ul> |
| <b>Written Narrative</b><br><br><i>NOTE:<br/>Narrative must be a minimum of 200 words</i> | Candidate must submit a written narrative <b>in their own words</b> .  | Written narrative must address the following: <ul style="list-style-type: none"> <li>• Contribution to ASHE national</li> <li>• Contribution to state and/or local chapter</li> <li>• Contribution to the field and/or profession</li> <li>• Leadership qualities</li> <li>• Ability to work with others</li> <li>• Professional goals</li> <li>• Career achievements, awards, etc.</li> <li>• Community involvement</li> </ul>  |
| <b>Candidate’s Photo</b>  | Must include a high-resolution, color photo of candidate (head-shot) in jpg file format  | <b>***Photo must be sent at the time of application***</b>   |

## Application Checklist – Regional Leader Award

- Start the process early. Review the criteria. Reach out to individuals who will be a part of the application process and coordinate dates and deadlines.
- Obtain official letter from National ASHE OR ASHE Affiliate Local Chapter to confirm membership.
- Gather all the documentation that is required to complete the application.
- Compile and organize documentation for easy reference and verification.
- Scan all documents and save as one (1) PDF file.
- Take professional photo (headshot) and save as JPG file.
- Complete the online application and submit to ASHE.

Online - go to [https://www.ashe.org/awards/regional\\_leader](https://www.ashe.org/awards/regional_leader) to complete your application.

- Deadline for all applications is **April 9, 2021**.
- Notifications will be made by e-mail or phone by **June 30, 2021**.
- Got questions? Send an e-mail to [cosborne@aha.org](mailto:cosborne@aha.org)