

AHF NOMINATION PACKET

Thank you for considering AHF leadership! AHF board or leadership service is an exciting career step and a great way to give back to the self-operated industry. AHF prides itself on leading the way in self-operated healthcare, senior dining, and hospitality. Members like you make it possible for us to do that! You are the key to ensuring the continued success and stewardship of AHF, its strategic goals, and its members.

If elected, you will join an amazing group of leaders from the self-operated foodservice and hospitality industries spanning across healthcare and senior dining. Serving on the AHF Board of Directors, or Leadership Development Committee, is an honor, but also a commitment. Please review the materials below to fully understand the commitment and tell us about yourself in your nomination.

Enclosed, you will find the election timeline, qualifications, and expectations (by position), and the nominating form. **Completed forms should be submitted by March 5th.**

Election Timeline

March 5 th	Nominations close
March	Ballot Approved by Leadership Development Committee
March 25-April 14 th	Elections held, candidates may campaign
April 25 th	Board ratified results, candidates notified shortly afterward
May	Results announced to membership

Elected candidates can expect to receive further instructions in May about their role and any associated training.

Please do not hesitate to contact us with any questions. We look forward to working together to help you through the nomination and election process.

Sincerely,
Leadership Development Committee

How Does This Work?

AHF is a 501c6 nonprofit and we follow nonprofit best practice for senior leadership to ensure we provide a diverse set of leaders that are representative, to the best of our ability, of our industry. Each year we open nominations for available positions on our Board and Leadership Development Committee. Once all nominations have been received, the Leadership Development Committee reviews the submissions to ensure their qualifications meet the positions for which they have been nominated. In addition to reviewing qualifications, the committee is also responsible for ensuring AHF's leadership represents the diversity of our industry. This may include ensuring we have representatives from different segments of the industry, education, skills, ethnic and cultural backgrounds, orientations, and more.

Depending on the number of nominations, we may not be able to accommodate everyone in this year's ballot. If you are nominated and are not elected or selected for this year's ballot, we strongly recommend getting involved in an AHF committee, chapter leadership or another AHF leadership position and reapplying in the future.

Demonstrated Characteristics and Qualifications for Board Eligibility

1. Experience on an AHF committee for at least 1 year strongly preferred
2. Willingness to advance the AHF mission and vision
3. Willingness to represent AHF on the public stage and throughout the industry
4. Support from your employer to serve
5. Progressive leadership experience
6. Ability to attend in-person annual conference, and in-person meetings (AHF funded)
7. Ability to serve in a board capacity on AHF committees
8. Commitment to actively participate in board discussion, work, and strategic efforts
9. Ability to have professional, respectful, and collaborative relationships with AHF members and staff
10. Continuous AHF board service for AHF executive committee roles is preferred

Board Responsibilities

Being a member of the Board of Directors is a unique opportunity. Below are some basic outlines of responsibilities, roles, and commitments you can expect if elected.

- Governs in a manner that is consistent with AHF's stated shared values and the goals identified within its strategic plan
- Understands the needs, wants and values of the broader membership
- Ensures effective organizational planning and adequate resources (structure, funds, time, volunteers, staff, technology, etc.)
- Ensures legal and ethical integrity and maintains accountability
- Determines, monitors, and enhances programs, products and services
- Partners with staff to communicate, assess and measure progress
- Comes prepared to meetings
- Fully participates in meetings and on calls
- Respects all opinions
- Supports board decisions publicly

Role of an AHF Board Member

- **Set Direction:** Govern in a manner that is consistent with AHF's stated shared values and the goals identified in its strategic plan.
- **Engage in Outreach:** Understand the needs, wants and values of the broader membership.
- **Ensure Resources:** Ensure effective organizational planning and adequate resources (structure, funds, time, volunteers, staff, technology, etc.).
- **Provide Insight:** Ensure legal and ethical integrity and maintain accountability. Determine, monitor, and enhance programs, products, and services. Partner with staff to communicate, assess and measure progress.
- **Plan for the Future:** Provide for board succession and development.
- **Benchmark With AHF:** AHF asks that board members benchmarking with AHF's Benchmarking Express™ and utilize and promote other AHF programs and activities.

General Commitments:

- General Correspondence Time: 1-2 hours per week
- Attendance at in person Winter Board meeting and Annual Conference
- Attendance at other in-person meetings as discussed and approved by the Board
- Participation in Monthly Board Conference Calls
- Participation in Committee, Task Force, or sub-committee conference calls

Responsibilities and Considerations by Role

Please review the position descriptions and responsibilities for each of the different roles below to understand what the demands of each position may be.

President-Elect:

The President is elected as the President-Elect and serves a three-year term, serving one year as President-Elect, one year as President, and one year as Immediate Past President. The President-Elect has served as a member of the Board, ideally in numerous roles, before being considered for Presidential service. Being slated to serve as AHF President is a recognition of your dedication to the AHF membership, the Association, and the self-operated Industry. Presidential service means you are a mentor to AHF board members and future leads and facilitate Board activities. Other position considerations and Duties:

- All the general responsibilities outlined in the section above will apply to this position.
- If elected, President-Elect serves a 3-year term beginning January 1.
- During the three years of service, the candidate will serve on multiple committees. Including: Executive Committee, Finance Committee, Conference Planning Committee, and Sponsorship Committee.
- During the third year as the Immediate Past President, he/she will serve as the Chairman of the Leadership Development Committee and Past Presidents Council.
- During your terms of service, you will serve as a public representative of the Association and specifically the Board and Board decisions.

Treasurer-Elect:

The Treasurer serves a two-year term beginning as the Treasurer-Elect for one year and serving as Treasurer for one year. As a slated officer's position, serving as Treasurer typically signifies a commitment to AHF and consideration for future service as the President-Elect. The Treasurer-Elect serves in conjunction with the Treasurer to oversee the fiscal health and responsibility of the Association. Other position considerations and Duties:

- All the general responsibilities outlined in the section above will apply to this position.
- Typically, has served on the Board before being considered for Treasurer.
- Treasurer-Elect serves a 2-year term, beginning January 1: Year 1- Treasurer- Elect, Year 2-Treasurer.
- Treasurer-Elect will also be a member of the Executive Committee and the Finance Committee
- Treasurer will have oversight and signatory powers in conjunction with the Association Executive.

Secretary:

The Secretary serves a two-year term. Serving as Secretary signifies a commitment to AHF and consideration for future service as the President-Elect. As a slated officer's position, serving as Secretary typically signifies a commitment to AHF and consideration for future service as the President-Elect. Other position considerations and Duties:

- All the general responsibilities outlined in the section above will apply to this position.
- If elected, Secretary serves a 2-year term beginning January 1.
- The Secretary serves as a member of the Executive Committee. Prepare for Executive Committee and BOD meetings by carefully studying the agenda and supporting materials.
- The Secretary is responsible for reviewing and monitoring any Conflicts of Interest that may arise during Board meetings and official business conducted by the Board of Directors.
- The Secretary works with the Executive Director to ensure proper nonprofit governance protocols are followed.

Director At Large

Directors At Large will serve a two-year term. Serving as a Director At Large means that you are a key representative of your constituents (members from your region, industry, facility type, etc.) and the membership as a whole. Other position considerations and Duties:

- If elected, the Director at Large serves a 2-year term, beginning January 1.
- All the general responsibilities outlined in the section above will apply to this position.
- Actively participate and contribute ideas at each BOD meeting.

Leadership Development Committee (LDC) Member

The Leadership Development Committee is responsible for helping to determine the future leaders of the Association and building a diverse leadership pipeline. It is a great way to understand AHF's leadership process before applying for Board leadership, or a great experience for someone seeking micro-volunteer opportunities. Two positions on the committee are elected annually to ensure the committee is diverse and member driven.

- This is not a Board position, but it's a great way to gain leadership experience.
- If elected, the LDC member serves a 1-year term, but work is typically completed by June of each year.
- The LDC members are responsible for determining a diverse ballot of candidates for member elections.
- The Immediate Past President chairs the Committee.

- The two selected candidates are not eligible to run for office while serving on the Committee.
- Specific duties include participation in monthly calls required (January through June); no travel required, and outreach to potential nominees.

Nomination Form

Complete the Form Online: <https://form.jotform.com/240464928248161>

If you need a printed copy of the form, please let us know by emailing lreily@healthcarefoodservice.org.