

ASHHRA Outstanding Chapter Achievement Award Nomination

Purpose:

To recognize an HR professional from each affiliated chapter whose significant contributions advance the health care human resources profession. This exemplary HR leadership during **2011** warrants recognition from ASHHRA. The Society feels it is important and worthwhile to recognize an outstanding chapter member who is not in the role of a chapter officer.

Any chapter member in good standing, excluding any chapter officer, is eligible for this award. The recipient is not required to be an ASHHRA member. The nomination should be done at the chapter level through any method the chapter leadership deems appropriate. Some examples might include a special committee, a general membership vote, an executive committee selection, etc. **Only one award nomination per chapter will be accepted.**

Selection Criteria:

ASHHRA's Regional, Chapter, & Member Services Committee will review all nominations and select award recipient based upon the following criteria:

- Nominee is a local chapter member or ASHHRA national member
- Demonstration of significant contribution with detailed specific outcomes as an HR leader at the chapter/regional/national level
- Demonstration of significant contribution with detailed specific outcomes as an HR leader in chapter activities and/or special projects that advances the health care human resources profession.

*Submission Process:

1. Chapter designee completes nomination form with current chapter president's signature
2. Provide three (3) recommendation letters from chapter members that can attest to the nominee's contribution to the chapter and/or the health care human resources field – See Required Documents section
3. Submit nomination form and letters to ASHHRA by mail or email by **May 4, 2012.**

Mail submission to:

Emily Meskill, ASHHRA of the AHA
155 N. Wacker Drive, Suite 400
Chicago, IL 60606

Email submission to:

ashhra@aha.org (with the subject ASHHRA
Outstanding Chapter Achievement Award)

For questions, please contact Emily Meskill at 312-422-3720.

***NO SUBMISSION WILL BE CONSIDERED UNLESS ALL STEPS IN THE ABOVE PROCESS ARE FOLLOWED**

Review Process:

ASHHRA Regional Award recipient will receive the following recognition:

- Congratulatory letter from ASHHRA President with a copy of the letter sent to immediate supervisor
- Recognition and award presented at the 2012 ASHHRA Annual Conference
- Recognition in the *HR Pulse*, the official magazine for ASHHRA members.

NOMINATION FORM—Outstanding Chapter Achievement Award

(All blanks must be filled in)

Nominee Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Region: _____

Chapter's Complete Name:

Nominee's Immediate Supervisor: _____

Address (only if different from above): _____

Nominator Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Nominator Signature: _____ Date: _____

Chapter President's Signature: _____ Date: _____

Required Documents:

Please attach three letters of recommendation (maximum 1 page each) supporting the nomination with evidence of significant nominee involvement in chapter activities and/or special projects. These letters must describe in detail the nominee's contribution, how it was identified, process implemented, and overall outcome of the nominee's contribution.

Special note for nominator:

Submit completed nomination form to the chapter president, allowing sufficient time to review. It is the responsibility of the nominator to confirm with the chapter president that your nomination has been forwarded by the deadline date to ASHHRA.

Submit completed nomination form by **May 4, 2012**. Any submission received after this date will not be considered.