

ASHHRA Outstanding Chapter Officer Award Nomination

Purpose:

To recognize, on behalf of an ASHHRA chapter, a 2012 Chapter Officer (president, president-elect/vice president, treasurer, secretary), who has made a significant contribution to an ASHHRA chapter through excellence in chapter management and/or distinguished leadership.

***Submission Process:**

1. A chapter member must complete nomination form
2. Attach three letters of recommendation (1 page each) written by chapter members – See Required Documents section
3. Submit nomination form and recommendation letters by mail or email by **May 10, 2013.**

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 *2013 ASHHRA Outstanding Chapter Officer 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.**

Selection Criteria Guidelines:

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

- Nominee is an ASHHRA member
- Served as a chapter officer in the 2012 year
- Demonstration of significant nominee contribution to an ASHHRA chapter through excellence in chapter management and/or distinguished leadership
- All documentation is submitted by May 10, 2013.

Award recipients will receive the following recognition:

- Congratulatory letter from ASHHRA president sent to award recipient and recipient's immediate supervisor
- Recognition and award presented at the 2013 ASHHRA Annual Conference
- Recognition in the *HR Pulse*, the official magazine for ASHHRA members.

Nomination Form – Outstanding Chapter Officer Award

(All blanks must be filled in)

Nominee Name: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Region: _____

Chapter's complete name: _____

Position held in chapter: _____ Term of office: _____

Nominee's Direct Supervisor: _____

Address (if different from above): _____

Nominator: _____ Title: _____

Organization: _____ Phone: _____

Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

Nominator's Signature: _____

Date: _____

About the ASHHRA Outstanding Chapter Officer Award:

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- Congratulatory letter from ASHHRA president sent to award recipient and recipient's immediate supervisor
- Recognition and award presented at the 2013 ASHHRA Annual Conference
- Recognition in *HR Pulse*, the official magazine for ASHHRA members.

Required Documents:

Please attach three letters of recommendation (maximum 1 page each).

1. One letter must come from the nominator
2. The remaining two letters must come from chapter members who can attest to the chapter officer's leadership ability and contributions to their chapter.

Submit completed nomination form by **May 10, 2013**. Any submission received after this date will not be considered.