



## **National Center for Healthcare Leadership At-Large Board Fellow Membership Application**

### Background:

The National Center for Healthcare Leadership (NCHL) is a Chicago-based 501(c)(3) nonprofit organization established in 2001. NCHL is dedicated to advancing healthcare leadership and organizational excellence by building diverse, inclusive, and collaborative relationships in the US and abroad.

NCHL is widely recognized as the premier source for evidence-based healthcare leadership practices, cultivating communities for peer collaboration across organizations, and collectively developing industry models and benchmarks to improve healthcare.

NCHL champions three premier programs to achieve its mission and work – the Leadership Excellence Networks (LENS); the US Cooperative for International Patient Programs (USCIPP); and the National Council on Administrative Fellowships (NCAF). Each of these programs supports its members through collaboration, education, and research to help them achieve their business goals as they pursue excellence and solutions.

NCHL is governed by the NCHL Board of Directors, which comprises 16 members. The board is responsible for governing and overseeing the affairs of NCHL. The directors are fiduciaries for the public and determine the policy of NCHL, exercise oversight of senior management and the implementation of policy, and take steps necessary to accomplish NCHL's mission and vision.

### At-Large Board Member Recruitment Process:

The NCHL Board of Directors has made the intentional decision to recruit an administrative fellow/resident or early careerist who is one year out of college or residency to fill an at-large board position. This position is intended for a forward-thinking individual who will provide a different perspective from an early careerist's point of view. The representative will help challenge the NCHL Board of Directors' way of thinking. The board is seeking someone who can help us create action to think about ways to engage early careerists and who can serve as a conduit for the younger generation of healthcare leaders. The representative should be knowledgeable about healthcare trends and be willing to challenge the status quo.

Recruitment for this position will begin in summer 2024, with a deadline to apply by Friday, August 30, 2024. Selection of this member will be made in September, with a board start time of the first board meeting in Q1 2025. The at-large board member will serve an initial term of 12 months and attend NCHL's quarterly board meetings.

Please review the information below and complete the application in its entirety if you are interested in being considered for this seat.

### General Responsibilities:

Promote the NCHL mission, values, and goals and serve as an ambassador to the healthcare community. Adhere to all NCHL policies, procedures, and by-laws. Support NCHL's three premier programs and its strategic priorities.

### Specific Responsibilities:

- Serve an initial one-year term, with a potential one-year extension
- Be informed about the NCHL's mission and its substantive programs
- Attend two face-to-face board meetings per year at the member organization's expense and at least two board conference calls per year
- Participate on at least one board committee, task force, or event/selection committee during their tenure and attend scheduled conference calls
- Review agenda and supporting materials prior to board and committee meetings
- Attend NCHL conferences, Gail L. Warden Leadership Excellence Award event, and other events when requested (typically held in November each year)
- Keep up to date on developments in the field and be knowledgeable of healthcare trends
- Abide by the conflict of interest and confidentiality policies
- Help recruit successor board member(s) and as needed help to attract and secure corporate members and sponsors

### Qualifications and Personal Characteristics:

- The candidate must be entering into a second-year fellowship, be at the end of a graduate residency program and taking their first job, or have recently (within the last three years) completed a fellowship or graduate residency program
- Priority given to NCHL's National Council on Administrative Fellowships (NCAF) program member administrative fellows
- The representative's organization agrees to sponsor their board travel and expenses for the two in-person meetings (if this presents a financial hardship, we can explore alternative funding options)
- An early careerist representing forward-thinking ideas and values
- High-integrity leader with a strong sense of values and commitment to people, healthcare, and NCHL
- Honest, open, and interested in differing views and approaches
- A willingness to prepare for and attend board and committee calls and meetings, ask questions, take responsibility, follow through on a given assignment, open doors in the field, and articulate NCHL mission and goals
- The ability to listen, analyze, think clearly and creatively, and work well with people individually and in a group
- Understand that you do not represent a specific constituency but rather have responsibility for promoting the best interest of NCHL

## Application

As part of the application process, the board requests that each candidate complete the application below along with a cover letter to include a response to the four questions below.

Please submit your completed application along with the following information by **Friday, August 30, 2024, to the Board Fellow Recruitment Committee at [info@nchl.org](mailto:info@nchl.org).**

- Cover letter to include response to the four questions below (cover letter not to exceed two pages)
- Completed and signed application
- Resume
- Letter of support from your program director or supervisor (must include a statement of support for related expenses)

Full name:

Address:

Telephone No.:

E-mail address:

Please limit responses to the questions below to no more than two pages total:

1. Why are you interested in serving on the NCHL Board of Directors? Please include the knowledge, skill sets, and experience that you would bring to the board.
2. What do you believe are the characteristics of a successful board member and an exemplary healthcare leader?
3. As an early careerist, what perspectives would you be able to bring to the board as it relates to advancing healthcare leadership?
4. What would you want to learn and have exposure to by serving on the board?

Certification Statement

I, \_\_\_\_\_, certify to the best of my knowledge and ability that the information I am providing to the NCHL Board of Directors as a prospective board member for NCHL is true and correct in every respect.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Any questions regarding this form or the application process may be sent to [info@nchl.org](mailto:info@nchl.org).