

Awards Team

The Awards Team has been established by the NAHQ Board of Directors to provide specialized expertise aligning with the Individual Point of Arrival advancing NAHQ as ***the professional home and THE trusted resource for Healthcare Quality Competencies, training, and certifications.***

Reporting to the Individual Strategic Advisory Council (ISAC), the Awards Team reviews applications and selects the best candidates for NAHQ awards.

Charge

Each year, NAHQ honors several individuals who have shown loyalty, passion and enthusiasm for NAHQ and the field of healthcare quality. The Awards Team will be responsible for reviewing applications and selecting the best candidates for NAHQ's awards.

Structure

Members of the Awards Team include:

- The Awards Chair who also serves as an appointed member of the Individual Strategic Advisory Council.
- 4 - 6 additional contributing members
- NAHQ's Director of Membership, Media & Brand serving as the staff liaison

Responsibilities

Responsibilities of Awards Team include the following:

- Encourage applicants and nominations for all awards.
- Review applications and select the best candidate.

Qualifications

The Chair of the Awards Team is a qualified member of the Individual Strategic Advisory Council. All other Awards Team members must meet the following qualifications to serve:

- Be an active NAHQ member
- Disclosure of potential conflicts of interest

Terms

The Chair of the Team is nominated by the Chair of the SAC and approved the President and the Board of Directors.

Team members are nominated by the Chair of the Team and approved the President and the Board of Directors.

Awards Team members serve a two-year term renewable twice. Awards Team member terms must be staggered to ensure continuity.

Leadership

The Awards Team Chair serves as the convener of the team. Working closely with NAHQ staff, the Chair is responsible for process and tasks including:

- Planning and facilitating meetings.
- Guiding the team in meeting its charge and fulfilling its responsibilities.
- Serving as a liaison to the ISAC.
- Working with the staff to identify and assess potential new team members.
- Ensuring regular opportunities for self-assessment to improve performance as a team.
- Providing regular updates and making recommendations to the Board of Directors on behalf of the Awards Team.

Staff Support

The primary staff liaison to the Awards Team is the Director of Membership, Media and Brand. The staff liaison works closely with the Awards Chair to ensure that they have the information and support they require to fulfill their duties.

Specifically, the staff liaison is responsible for:

- Working closely with the chair to develop a meeting schedule and meeting agendas.
- Ensuring members have the information they need to be well prepared for meetings.
- Ensuring that all teams and commissions under its structure have a clear understanding of their charge and the information and staff support required to fulfill their responsibilities to the association.
- Keeping members informed in between meetings, as required.
- Supporting the member selection process and orientation of new members.
- Drafting updates to the ISAC on behalf of the Chair.
- Providing administrative support for the work of the Awards Team.

Estimated Number of Meetings & Time Commitment

It is recommended that the Awards Team meets approximately two times per year, virtually. Additional meetings may be convened at the determination of the Chair based on needs. The

approximate yearly time commitment is 8 to 12 hours during the year, primarily July-August and November-December.

Confidentiality & Conflict of Interest

- All volunteers are required to complete and sign copyright assignment and confidentiality agreements, and conflict of interest disclosure forms prior to beginning work on any NAHQ projects and/or commissions and teams.
- Conflict of interest will be disclosed at the beginning of each year, and subsequently should be disclosed throughout the year if additional conflicts arise.
- All work conducted on behalf of NAHQ through a project and/or work on a commission or team, shall be deemed “work made for hire” (as defined by the federal Copyright Act, 17 U.S.C. Section 101 et seq.) and therefore NAHQ shall be the author of the work product and shall be the exclusive owner of all copyright, title, and interest in and to the work.
- A variety of confidential information will be shared with volunteers throughout the course of their engagement with NAHQ. All information, data, meetings, discussion, deliberations and decisions, and all materials provided in connection with the volunteer engagements that is known to be or reasonably should be known to be confidential, shall be maintained confidentially.