

Candidate Guidelines

Please carefully review these guidelines before applying for a position. If you have any questions, please Kim Rock at (312) 424-9375 or krock@ache.org.

This document serves as a guide to individuals interested in pursuing service on the ACHE Board of Governors or on the Nominating Committee. These guidelines provide a chronological overview of the process as well as instructions for submitting an application and letters of support.

A candidate for the office of Chair-Elect, Governor, or Nominating Committee must be an active Fellow of ACHE. (For a definition of "active" status, see [Regulations](#) (PDF), Article V, Section 6.) (If you do not have Adobe Acrobat Reader, [click here](#).)

Guidance on the Personal Competencies of Governor and Officer Candidates and the Composition of the Board of Governors

- All nominees to serve on the Board of Governors are expected to hold the following personal attributes, skills and abilities:
 - Passionate support and commitment to the ACHE mission and values;
 - Exceptional communication, teamwork and consensus development skills;
 - Demonstrated ability to understand and work effectively with those who are diverse in their thoughts, values and backgrounds;
 - Demonstrated capacity for thinking conceptually, systematically, strategically, and opportunistically with regard to future success;
 - Demonstrated understanding of the difference between governing and managing the organization; and
 - Earned reputation for emotional maturity, personal integrity and honesty.

- The Nominating Committee shall, in its nominations and the resulting composition of the Board of Governors, balance the following experience, knowledge and demographic characteristics in composing a well-rounded and informed Board of Governors:
 - Proven knowledge and experience across the continuum of healthcare roles and settings;
 - Successful experience as a senior leader in a healthcare organization;
 - Successful experience as a board member of an organization;
 - A mix of the characteristics contained in the ACHE Statement on Diversity that reflects the diversity of ACHE's membership, and
 - Effective and successful experience as a volunteer leader within ACHE.

Questions concerning these guidelines may be directed to Kim Rock at (312) 424-9375 or krock@ache.org.

Call for Applications/Meeting Notice #1

January 2025

- Open positions/the first Nominating Committee meeting are promoted in January/February issue of *Healthcare Executive* magazine, *ACHE-news*, and *January Report to Regents*.
- Applications to serve will only be accepted between Jan. 1 and the July 28 deadline (see *July 28 entry for information on submitting applications*).

Nominating Committee Meeting #1 (Congress meeting)

March 2025

- Open positions/the first Nominating Committee meeting are promoted in: March/April issue of *Healthcare Executive* magazine, *ACHE-news*, and *March Report to Regents*.
- The Nominating Committee Chair meets with the Board of Governors to hear the Board's view on the type of leadership necessary for the future. It is the policy of the Board of Governors that members of the Board will not support any candidate for the offices of Chair-Elect or Governor.
- The ACHE president/CEO meets with the Nominating Committee to share input on the type of leadership necessary for the future.
- The Nominating Committee holds an open session to:
 - Hear ACHE members' views regarding the type of leadership needed for the future.
 - Conduct an orientation for potential candidates to answer questions regarding the process.
- The Nominating Committee holds a closed session to review member input. All deliberations of the Nominating Committee are confidential.
- Candidates are prohibited from directly contacting members of the Board of Governors and the Nominating Committee.

Call for Applications/Meeting Notice #2

May 2025

- Open positions are promoted in the May/June issue of *Healthcare Executive* magazine, *ACHE-news*, and *May Report to Regents*.

Candidate Application Deadline

Monday, July 28, 2025 – Deadline for applications

- Candidates for Chair-Elect and Governor should submit an application to serve, a copy of their resume, and up to 10 letters of support. All correspondence should be addressed to Delvecchio S. Finley, FACHE, Nominating Committee Chair.
- Candidates for the Nominating Committee should only submit a letter of self-nomination and a copy of their resume. Due to the importance and nature of work conducted by the Nominating Committee, candidates should demonstrate effective and successful prior experience as a healthcare leader and ACHE volunteer.

- No applications will be accepted after the July 28 deadline. All applications to serve and self-nominations must be submitted electronically to Kim Rock at krock@ache.org.
- All candidates will be listed in the Member Center of **ache.org** under the heading "Declared Candidates."

Nominating Committee Meeting #2

September 2025

- The Nominating Committee may meet to determine which candidates for Chair-Elect and Governor may be interviewed in person. All candidates will be notified of the committee's decision no later than Sept. 26.

Nominating Committee Meeting #3

Thursday, Oct. 23, 2025 – Candidate Interviews (Chicago, IL)

- Members of the Board of Governors may contact the Chair of the Nominating Committee to provide confidential input on the candidates for Chair-Elect and Governor.
- The Nominating Committee will interview each invited candidate for the offices of Chair-Elect and Governor in person. Each interview will begin with the candidate's opening statement followed by questions from the Nominating Committee. The interview will last no more than 20 minutes for Governor candidates and 30 minutes for Chair-Elect candidates.
- Candidates will be reimbursed for reasonable, actual travel expenses incurred within policy guidelines.
- The slate is selected by vote of the Nominating Committee.
- Every candidate for Chair-Elect, Governor and Nominating Committee will be contacted in person or by phone by a member of the Nominating Committee and informed of the committee's decision.
- All deliberations of the Nominating Committee are confidential.

Announcement of the Slate

October/November 2025

- Memos are sent to the Board of Governors and Council of Regents announcing the slate.
- The slate is announced in *ACHE-news* and posted on **ache.org**.

January 2026

- The slate is announced in the January/February issue of *Healthcare Executive* magazine.

Council of Regents Meeting

March 2026

- The slate is listed in the Council of Regents agenda book (mailed to Regents one month before meeting) as the report of the Nominating Committee.

- For the office of Chair-Elect only, the candidate makes a speech to the Council of Regents, not to exceed five minutes in length, before the Regents vote on the slate.
- The Council votes on the slate.
- Newly elected Chair-Elect, Governors and members of the Nominating Committee are recognized at the March Council of Regents Meeting.

Application to Serve as Chair-Elect or Governor

The application to serve as Chair-Elect or Governor consists of a letter declaring your desire to serve and a brief document—**not to exceed eight double-spaced typed pages**—that addresses the following:

- How does your service as a leader within ACHE demonstrate your support and commitment to ACHE's mission and values?
- What do you believe ACHE's role and success in advancing healthcare management excellence is now and in the future; and what opportunities does ACHE have to increase its value to members?
- How has your experience in serving on boards of other associations or nonprofits (please describe board type) informed your understanding of the difference between governing and managing, and what is the difference?
- Using ACHE's Statement on Diversity as a reference, describe how it will help you understand and work effectively with those who are different from you in their thoughts, values and backgrounds.

Guidelines for Letters of Support

Each of the individuals who write letters of support for your candidacy should address one or more of the following areas of competency. As a whole, these letters should address all of the areas so that each area is addressed in at least one letter. Letters of support should support and verify how you have demonstrated as many of the individual competency and board composition factors as possible, including:

- Your exceptional communication, teamwork and consensus development skills.
- Your reputation for emotional maturity, personal integrity and honesty.
- Your effective and successful experience as a volunteer leader within ACHE.

A single application packet consisting of your application to serve, a copy of your resume and up to 10 letters of support should be addressed to Delvecchio S. Finley, FACHE, Nominating Committee Chair, and must be submitted electronically to Kim Rock at krock@ache.org no later than July 28.