

## FREQUENTLY ASKED QUESTIONS:

### What is required to serve on the Board of Directors?

According to the HSPA Bylaws, each member of the Board of Directors shall be subject to the following minimum qualifications while serving on the Board of Directors. Each member of the Board of Directors must:

- Be an active member of the Association in good standing for at least one (1) year and must maintain that status throughout his/her term of office.
- Be employed by a healthcare facility.
- Hold and maintain CRCST certification throughout his/her term of office.

For the office of President-Elect, a candidate must have served on the Board of Directors.

A list of those eligible to serve can be found at [myHSPA.org/nominationform.html](http://myHSPA.org/nominationform.html))

### Which Board positions must be filled this year?

- **President-Elect:** A President-Elect will be elected by the membership to serve three consecutive one-year terms:
  - President-Elect (2024-2025)
  - President (2025-2026)
  - Past President (2026-2027).
- **Secretary/Treasurer:** The Secretary/Treasurer will be elected by the membership to serve a two-year term (2024-2026)
- **Directors:** Three Directors will be elected by the membership to serve a two-year term (2024-2026)

### What is the process for running for the Board?

Members may nominate a qualified individual or themselves to run for office by **November 30, 2023**. Those who accept the nomination must submit information outlining their professional skills and experience by **December 14, 2023**. The HSPA nominating committee will select the individuals to be on the final ballot, and the election will take place March 5 – March 26, 2024.

A press release announcing the winners will be sent to the membership, and winners will be officially introduced at the 2024 membership meeting, which takes place during the Annual Conference.

## What paperwork is required from someone who accepts a nomination?

If someone is nominated and accepts the nomination, they must submit the following documentation to be considered by the Nominating Committee:

- Résumé/vitae including contact information
- Two professional letters of reference
- Board of Directors Application with answers to the following questions:
  1. Are you able to dedicate the commitment of time to the Board of Directors (attending out-of-town meetings, monthly conference calls, and corresponding with other members regularly)?
  2. Do you have a commitment from your employer to serve on the Board of Directors?
  3. I have read the candidate handbook and understand if elected, and I will be required to sign and comply with the HSPA Conflict of Interest Policy.
  4. As outlined in the Conflict of Interest Policy, participants in HSPA-related activities are obligated to disclose the positions they hold in HSPA or relationships they have within HSPA and with other organizations or entities that may conflict, directly or indirectly, with their HSPA activities. They also have an obligation to disclose any significant financial interest in, or other relationship with, an entity having a “commercial interest” in the activity.
  5. Has any disciplinary or civil action been entered against you by a certifying body, Association, governmental agency or legal body? If yes, please explain.
  6. Why do you want to serve on the HSPA Board of Directors?
  7. Please list current and prior HSPA involvement at the national or local levels (i.e., leadership roles, committee participation, volunteer activities, etc.)
  8. How would you support the current mission and vision of HSPA?
  9. Describe the critical issues you think the sterile processing profession will face over your possible Board tenure. What is HSPA’s role in addressing these issues?
  10. Describe any unique qualifications such as leadership, life and business expertise that may set you apart from other candidates and position you as an effective board member.

## What is the time and commitment required to serve on the Board?

It is important to gain support from your employer and colleagues regarding the time commitment required (see Leadership letter template on page 10). There is some travel required to serve on the Board. The Board meets in person at least two times per year (usually in August and the following February). Board members are also required to attend the Annual Conference. Additional projects and issues may arise that require the Board’s input.

## What do members of the Board receive in return for their service?

Members of the Board receive professional and personal benefits, including:

- Opportunities to network with industry leaders;
- Chances to share their knowledge and expertise with others;
- Professional recognition that elevates their stature within the sterile processing community; and
- Relationships with new professional friends and colleagues and the development of lifelong mentors.

## What is the deadline for the Nominee to accept the nomination and return the Board of Directors application and required information?

The deadline to submit the Board Application, résumé, and reference letters is December 14, 2023.

## Will I incur any personal expenses as a Board member?

HSPA covers travel expenses to all Board meetings. The expenses include airfare, hotel and meal expenses.

## What can I do to prepare for a position on the HSPA Board?

Becoming involved in the profession at the Chapter and National level can be a great way to meet and network with other sterile processing professionals and develop the skills necessary to be a successful HSPA Board member.

- Serve on an HSPA Committee
- Become involved in your local Chapter by serving on the Board or a Committee
- Join and participate in other professional organizations

## Who is the ideal candidate?

There is no “ideal” board candidate. Instead, HSPA seeks a Board that includes individuals with diverse work, life, social, and educational backgrounds. This diversity facilitates well-rounded decisions that reflect the entire membership. Board members should:

- Have the ability to think strategically about the Association and the sterile processing profession;
- Be personable, easy to approach, and accessible to members;
- Be able to make decisions that benefit the overall organization; and
- Have an appreciation for and an understanding of the merits of diversity.

In addition, the Nominating Committee will consider the following when selecting candidates for the final ballot:

- Demonstrated understanding of the Association and willingness to support the mission and vision of the Association
- Activities/involvement with the Association and other contributions made to the Association
- Previous Board of Directors (Chapter Representative) Experience
- Association Chapter involvement
- Education (including Certifications held)
- Demonstrated sterile processing experience
- Special skills or knowledge, particularly notable accomplishments
- Presentations/publications
- Participation in other related organizations
- Any unique qualifications possessed by the Nominee