



American Academy of Healthcare Interior Designers

BOARD OF DIRECTORS APPLICATION FORM

The AAHID Board Application includes the following documents which must be completed in its entirety to be considered. Please read the [position description](#) before you complete the application.

I. Contact Information

Full name of nominee: _____

Please check your preferred phone number

Home Phone: _____ Cell Phone: _____ Business Phone: _____

Home email: _____ Business email: _____

Home Address (Street, City, State, & Zip): _____

Business Address (Street, City, State, & Zip): _____

Education: _____

Professional Connections/Affiliations: _____

II. Candidate Statement

Please provide an individual statement (250 words or less) in paragraph style for each of the following topics using the headings specified.

- Define Overall vision for AAHID and how you can contribute
Vision for healthcare interior design and role of the designer
Personal accomplishments in a leadership position- how can your strengths benefit AAHID and contribute to the board position

III. Areas of Expertise

List your primary area(s) expertise with 2-3 healthcare projects you completed within the last 5 years that demonstrate that expertise (i.e. Acute Care, Senior Living/Long Term Care, and Ambulatory). Portfolio not required.

Table with 3 columns: Project, Expertise Area, Year Completed

IV. CV or Resume

V. References

2 professional reference letters from someone who has working with you in the past

- Specify if the reference is an employer or client
If available include references that can attest to your leadership skills as mentioned above

VI. Leadership

List 3 – 5 leadership activities you have participated in such as Board Service, Volunteer Work, Organizational Chair, Fundraising, etc. Please include any current positions and time commitment.

Activity/Role	Organization	Year

VII. Affirmation

As a member of the AAHID Board of Directors, involvement and commitment to the organization should include the following:

1. Act in the best of AAHID, support the mission and fiduciary responsibility.
2. Regularly attend Board and committee meetings
3. Participation with time and effort in the major events including the Board Meeting at the Healthcare Design Conference (expenses are not paid)
4. Commitment of a 3-year term

I am willing to dedicate my time and expertise to the AAHID Board of Directors by participating in regularly scheduled Board & committee meetings and responding to emails in a timely manner in order to contribute to the greater success of AAHID. Full Board meetings will be held quarterly at various locations around the country (in these circumstances, all of your expenses are paid). Committee meeting dates are determined by the respective committee chair/committee members.

If am I chosen to serve, I accept the responsibilities and expectations of service on the AAHID Board of Directors.

_____ _____
Typing your name above constitutes your E-Signature Date

Please submit the completed application with all collateral material to info@aahid.org.

Only electronic applications will be accepted.

Director Position Description

AAHID Board of Directors:

The general responsibilities of the BOD members are the following:

- Attends all BOD meetings and actively participates in the discussion and decision making process at the meetings
- When acting a Board Liaison to a Committee, actively support the Committee Chair and report to the Board regularly on committee progress
- Fulfill all fiduciary requirements
- Adhere to policies and procedures
- Supports and upholds the decisions of the BOD
- Maintains the confidentiality of all matters including the portfolio process and exam.
- Participates in strategic planning for AAHID
- Copies all correspondence relative to AAHID matters to the President of the BOD and the AAHID Senior Staff
- Support the AAHID President and Board of Directors on other duties as assigned.
- Mentor active committee members for their potential advancement
- Answers all correspondence in a timely manner and maintains a record of such correspondence
- Informs AAHID office of changes in address, telephone number, fax number, e-mail address, or other contact information
- Completes assigned tasks in a cost-effective, efficient manner
- Orients the successor to the position
- Completes Conflict of Interest agreement annually
- Completes the full term of office
- Be a voting member of the board

Qualifications

- CHID Certificant in good standing
- Ability and willingness to represent AAHID in a professional manner
- Excellent communication skills
- Willingness to share resources
- Knowledge of current healthcare design community challenges and opportunities relating to the mission of the organization
- Knowledge of financial management
- Strong communication skills; including telephone and verbal communication, as well as strong writing and editing skills
- Understand ethical behavior and business practices, and ensure that own behavior is consistent with these standards and aligns with the values of the organization.
- Willingness to speak in public forum.

Position: Selected by Nominations Committee and appointed/approved by Board of Directors

Length of Term: Three Years