

# CALL FOR NOMINATIONS

## TO SCCE/HCCA LEADERSHIP POSITIONS



**Nominations must be submitted (emailed, faxed, or postmarked ) by Tuesday, July 31, 2018, or they will not be considered.**

**The Society of Corporate Compliance and Ethics® and the Health Care Compliance Association® are currently seeking nominations from their membership to fill positions on the SCCE/HCCA Board of Directors.**

### **Position Description**

#### **Director (three-year term)**

The office of SCCE/HCCA Director is a voluntary position, open to any member of the association. The SCCE/HCCA Board of Directors is comprised of up to eighteen (18) directors. The Board annually elects the Officers for the organization from among the Directors. The Board meets two to three times each year at SCCE/HCCA national events (typically on a Saturday), and periodically (two to three times annually) by conference call. Board members are expected to participate in these meetings. The Board meets for a Strategic Planning Retreat one weekend every other year. Attendance at this retreat is also expected. Reimbursement for expenses incurred by Board members related to Board meeting travel and lodging is provided by the association in accordance with established Board travel policy. Additional information on the structure, powers, and duties of the Board can be found in the [SCCE/HCCA bylaws](#) on the SCCE/HCCA website.

### **Nomination, Election, and Appointment Process**

Any member of the organization wishing to be considered for nomination or individual wishing to nominate another member should complete a Nomination Cover Sheet and nomination statement forms (pages 2, 3, and 4) of this Call for Nominations and return it to the SCCE/HCCA office with resume **emailed, faxed, or postmarked (if mailed) by Tuesday, July 31, 2018**. Board nominations will be reviewed by the SCCE/HCCA Nominating Committee. The Nominating Committee will present a slate of nominees to the Board of Directors as candidates to fill the Director positions for the full Board's review and approval.

### **Rules Governing the Nomination, Election, and Appointment Process**

- Nominees/Candidates may **not** contact Board members directly about the election.
- Nominees/Candidates must be a member of SCCE/HCCA to be considered by the Nomination committee.
- All Board nominations, **including incumbent Board members**, must be submitted in writing with all supporting documents in order to be considered by the Nominating Committee.

# SCCE/HCCA Board Nomination Cover Sheet

Save this form locally to your computer or storage device prior to completing.  
Complete and email, fax (952-988-0146), or postmark (if mailed) with supporting documentation to by **Tuesday, July 31, 2018** (Submission details found on page 4).

## Nominee Information

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Name of Employer \_\_\_\_\_

Mailing Address \_\_\_\_\_

Direct Contact \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Nominated By \_\_\_\_\_  
(if applicable)

- check here if you are a member\* of SCCE/HCCA
- check here if you are nominating someone else and you have verified they are a current member\* of SCCE/HCCA  
(\*reminder, if you are not a member of SCCE/HCCA then you can't be elected to the Board.)

By signing below, I consent to have my name placed into nomination for the SCCE/HCCA Board of Director position. I acknowledge that I have read and am familiar with the position description and the time commitments and meeting requirements it contains.

**Signature on nominee accepting nomination required.**

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date

**Include the following (pages 3 & 4 of this Call for Nominations) as supporting documentation with each nomination.**

**Save this form locally to your computer or storage device prior to completing.**

# Nomination Statement

The following is the **Nomination Statement** expressing the nominee's qualifications for the position as it relates to each of the following categories. **All categories are required** (50-word maximum for each category). Please ensure your response to each question below is visible within the space provided:

- **Contributions to SCCE/HCCA.** What have you specifically done for the Association? Examples might include speaking at SCCE or HCCA events or writing articles. *(400 character maximum)*
  
- **Contributions to the compliance industry.** What have you specifically done that you consider a benefit to the industry as a whole? *(400 character maximum)*
  
- **Industry representation.** Provide examples of how you feel you have represented the compliance industry. *(400 character maximum)*
  
- **Diversity.** The nominating committee is looking for nominees with a different background from the current Board. Examples might include education, past job experience, demographics, skills, geography, other environments you have worked in during your compliance career, etc. *(400 character maximum)*
  
- **Describe your leadership style and leadership experience,** including time spent on a board. Describe how you are a strategic leader. *(400 character maximum)*

- **List all certifications you have obtained**, including any and all association certifications relating to compliance. *(400 character maximum)*
  
- Please indicate any potential conflicts of interest you may have if elected to the SCCE/HCCA board.
  
  
  
  
  
  
  
  
  
  
- Please include a **color photo** of the nominee in the final PDF submission

**Each nomination must be submitted (emailed, faxed, or postmarked) by Tuesday, July 31, 2018, or they will not be considered.**

Each Nomination submission should include the four items noted below (in the order noted below):

1. SCCE/HCCA Board Nomination Cover Sheet
2. Color photo/headshot of nominee
3. Nomination Statement pages
4. Resume

***MAIL:***

SCCE/HCCA Call for Nominations  
6500 Barrie Road, Suite 250  
Minneapolis, MN 55435

***FAX:***

952-988-0146

***EMAIL:***

You may email the PDF of your full submission (in the order noted above) to [Ashlee.Griffin@CorporateCompliance.org](mailto:Ashlee.Griffin@CorporateCompliance.org). The PDF document you submit must not be editable, and all fillable sections of the Nomination Statement form viewable.

**Nominations must be submitted (emailed, faxed, or postmarked) by Tuesday, July 31, 2018, or they will not be considered.**