NQF
NATIONAL QUALITY FORUM

Election Guidelines for Member Council Leadership
Council Leadership Responsibilities, Election Process, and Timeline

The following document details the election process; it also outlines the roles and responsibilities of the Council leadership positions, as well as the support that can be expected from NQF staff.

Timeline for Council Leadership Elections

Date	Activity
September 13 – October 12	Call for nominations. Information distributed to Councils via e-mail and posted to the NQF website. A nomination package consists of a completed nomination form, one page nomination letter (if not self-nominated), one-page personal statement from the nominee regarding interest and availability to serve, and a one-page candidate biography.
October 26	Leadership nominee information (nomination letters, personal statements, and candidate biographies) distributed to Councils via e-mail and posted to the NQF website.
October 26 – November 15	Voting period open. Access instructions to electronic ballots distributed via e-mail to Primary Member Contacts on October 26.
November 20 – November 30	Provision for runoff election in the event of a tie.
December 3	Nominees notified of voting outcome.
December 5	Leadership election results announced.
January 1, 2013	Leadership term begins

Member Council Functions

In accordance with the NQF by-laws, the functions of the Member Councils include, but are not limited to:

(a) promoting communication within and among Member Councils to share ideas and best practices, and enhance coordination to advance quality measurement and reporting;

(b) communicating the views of the NQF membership on priorities, policies, and administration to the Board of Directors and standing and advisory committees; and

(c) building consensus and communicating Council members' views to the Consensus Standards Approval Committee.

Council Leadership Position Descriptions

To advance and support the above-mentioned Member Council functions, each Council is managed by a two-member leadership team (supported by NQF staff). The position descriptions for Council Chair and Vice Chair are detailed below.

Council Chair Responsibilities:

- Organize, manage, and lead Council to achieve the Council's goals, through in-person meetings at the spring events, Council conference calls, and other venues;

- Participate with other Council Leaders as part of the Council Leadership team, working collaboratively throughout the year in-person and by phone to accomplish goals;

- Become knowledgeable about NQF and its programs; stay informed of ongoing activities and the opportunities they present for Council members;

- Participate as a member of the Leadership Network, a committee responsible for advising the Board on the organization's portfolio of leadership convening, education, information dissemination, and recognition programs. In addition to meeting periodically via conference call, members should expect to attend one meeting per year (held in conjunction with other NQF events);

- Coordinate and facilitate discussion on subjects of interest to the members (e.g., discussions related to particular projects/measures moving through the Consensus Development Process, activities around work of the National Priorities Partnership, etc.). These discussions may take place at the in-person meetings, periodic conference calls, and/or through other communication channels (e-mail, etc.);

- Work with Council Vice Chair and Secretary (it is the prerogative of the Council Leadership to solicit a Secretary's participation from the Council membership) to maintain ongoing communications with Council Members about relevant Council activities (e.g. producing meeting agendas, meeting/call summaries, associated collateral materials, etc. for distribution via e-mail or posting to NQF Council webpages);

- Collaborate with other Council Leaders, Members, and staff to execute Council Engagement Plan activities with a focus on cross-Council solutions;

- Work with staff to support recruitment and retention efforts (identify Council members to participate on Steering Committees/Technical Advisory Panels, help identify and seek out new members, and identify and reach out to inactive members); and

- Keep NQF staff (Member Engagement Department) informed about the Council's work, including any emerging issues or concerns.

Time Commitment

- Serve as Chair for a full, two-year term (but no more than two two-year terms);

- Attend NQF Annual Conference (the conference includes Council Leadership, Leadership Network, and individual Council sessions), held in the spring of each year. Council Leaders are responsible for planning and leading the in-person Council meetings at the annual meeting;

- Plan and lead conference calls of the Council throughout the year; and

- Participate in calls with other Council Leaders and NQF management.

Council Vice Chair Responsibilities:

- Organize, manage, and lead Council to achieve the Council's goals, through in-person meetings, monthly Council conference calls, and other venues;

- Participate with other Council Leaders as part of the Council Leadership team, working collaboratively throughout the year in-person and by phone to accomplish goals;

- Become knowledgeable about NQF and its programs; stay informed of ongoing activities and the opportunities they present for Council members; and

- Work in concert with the Council Chair to:
  o Coordinate and facilitate discussion on subjects of interest to the members (e.g., discussions related to particular projects/measures moving through the Consensus Development Process, activities around work of the National Priorities Partnership, etc.). These discussions may take place at the in-person meetings, periodic conference calls, and/or through other communication channels (e-mail, etc.);
  o Maintain ongoing communications with Council Members about relevant Council activities (e.g. producing meeting agendas, meeting/call summaries, associated collateral materials, etc. for distribution via e-mail or posting to NQF Council webpages);
  o Collaborate with other Council Leaders, Members, and staff to execute Council Engagement Plan activities with a focus on cross-Council solutions.

- Work with staff to support recruitment and retention efforts (identify Council members to participate on Steering Committees/Technical Advisory Panels, help identify and seek out new members, and identify and reach out to inactive members); and

- Keep NQF staff (Member Relations Department) informed about the Council's work, including any emerging issues or concerns.

<u>Time Commitment</u>

- Serve as Vice Chair for a full, two-year term (but no more than two two-year terms);

- Attend NQF Annual Conference (the conference includes Council Leadership, Leadership Network, and individual Council sessions), held in the spring of each year. Council Leaders are responsible for planning and leading the in-person Council meetings at the annual meeting;

- Assist the Chair in planning and leading conference calls of the Council throughout the year; and

- Participate in calls with other Council Leaders and NQF management.

NQF Staff Support and Travel Assistance

NQF Member Engagement Staff support Council Leaders in a variety of ways, including:
- Assisting leadership in communicating with Council Members;
- Assisting leadership with meeting/call logistics (scheduling times, securing conference call/webinar lines, copying/distributing materials, etc.);
- Serving as an information resource; and
- Coordinating Council activities with an eye towards achieving NQF's strategic goals.

NQF covers travel and lodging expenses for the Chair to attend the Annual Conference (complimentary registration to these events is included).

Election Process

Four of the eight NQF Member Councils will conduct their leadership elections during autumn 2012. Chair and Vice Chair positions are open for the following Councils:

- Consumer
- Purchaser
- Health Plan
- Supplier-Industry

Term of Service

Council Leaders elected in this cycle shall serve a two-year term commencing January 1, 2013 and concluding December 31, 2015. Council Chairs and Vice Chairs may serve no more than two two-year terms.

Eligibility

Only NQF Members in good standing may participate in the nomination process. "Good standing" includes but is not limited to having demonstrated over time an active engagement in council activities of that member's council, service on volunteer committees, etc. A Member may only nominate candidate(s) for the Council in which it votes; self-nominations are welcome. Nominations shall be for an individual, not an entire organization (i.e., for J. Doe of Organization Y, not for Organization Y to then pick whomever it decides after the elections).

There will be separate electronic ballots for the Chair and Vice Chair positions, and candidates may choose to run for both positions.[1] If a candidate chooses to run for both positions, a separate nomination package must be submitted for each position. The candidate who receives the most votes cast for each position shall be the winner. In the event of a tie, a run-off election will be held.

Multiple nominations from individual organizations are welcome; however to maximize diversity in Council Leadership composition, only one organization representative may be elected to serve on each Council Leadership team. In the event an organization's representatives receive the majority of votes cast for both leadership positions, NQF staff will contact the nominees to determine which position will be filled (i.e., J. Doe and K. Smith from Member Organization X have received the most votes for Council Chair and Vice Chair, respectively. NQF staff contacts the individuals to see whether J. Doe will serve as Chair or K. Smith will serve as Vice Chair; in effect, one representative will "stand down." The remaining leadership position will go to the candidate with the next highest vote total). Should this occur, an organization representative may only occupy the leadership position to which he/she has been elected (i.e., J. Doe decides she does not wish to serve as Chair. K. Smith may not serve as Chair in her place, but only as Vice Chair, the position to which he was originally elected).

Nomination Submissions

A nomination package consists of a **completed nomination form**; **one-page nomination letter** (if not self-nominated); **one-page personal statement from the nominee** (the personal statement may address the candidate's experiences, views on healthcare quality, availability to serve, and/or other information the candidate views as important for her/his consideration by Council members); and a **one-page candidate biography**, for a total of four pages per candidate—no exceptions.

Nominations may not substitute one item for another (e.g., a three-page letter may not be sent in lieu of sending a one-page biography and one-page personal statement). Additional material received, including secondary nominations or letters of support, will not be forwarded to the membership. In the event that an individual receives more than one nomination, NQF staff will contact the nominee to determine which letter shall be forwarded to NQF members. A letter from other than the individual nominated must include a statement that the individual being nominated has been contacted by the nominator and has agreed to serve if elected.

Only nominations and supporting documents received by NQF by 6:00 pm Eastern Time, on FRIDAY, October 12, 2012, will be considered in the 2012 NQF elections. Nomination packages should be sent via e-mail to councilrelations@qualityforum.org with the subject line "2012 Council Leadership Elections," or faxed to (202) 559-9406. Questions concerning this call for nominations may be directed to Michael Hamilton or Nina Lovelace at (202) 783-1300. Nominations will be acknowledged by e-mail within two business days of receipt. Accordingly, please ensure that a valid e-mail address is provided to confirm your nomination. Please contact Michael Hamilton or Nina Lovelace by phone if a nomination is not acknowledged.

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[1] If a candidate runs for both Chair and Vice Chair positions and receives the majority of votes for both positions, he/she shall be elected Chair and the Vice Chair position will go to the candidate with the next highest vote total.