2020 HBA Woman of the Year
Letter of Support Instructions for the Honorable Mentor Award
Submissions close 18 October, 2019

Overview:

Letters of support provide substantiation of the nominee’s credibility for this prestigious award.

Letters should be testimonials from multiple people at different levels of the organization – direct reports, colleagues, senior corporate leaders, as well as other leaders in the industry – detailing the impact the candidate has had on them, the organization and the healthcare industry in terms of increasing gender parity and advancing women leaders.

Your letter of support should be sent to the lead contact for the nomination. This person will compile and submit the required documents for a strong award package.

Completed submissions are due by 18 October so please check with the lead contact for the date s/he needs the letters of support.

Letters of support can be written in any format of your choosing, e.g. an email or Word document, and can range from a few paragraphs to a full page.

Suggested letter content:

To craft an effective letter of support for your candidate, please ensure you include key information:

- Nominee’s name
- Your name, title and company
- Your relationship to the nominee

To ensure the judges have a full appreciation for your nominee’s candidacy, please consider why you believe he should be the 2020 HBA Honorable Mentor. This is best done by considering the following attributes and provide examples that demonstrate his competence as a:

- strong, committed advocate for women
- dedicated developer, mentor and sponsor of women and other male allies
- proponent of the benefits of gender diversity, inclusion and belonging
- recognized gender ally, dedicated to maximizing female talent in their organization
- effective speaking ability leveraging storytelling and thought leadership
- track record as a supporter of the HBA’s core purpose to further the advancement and impact of women in the business of healthcare