

HBA New England presents:

FAQs for *Executive Exchange* Nominations 2019-2020

1. What are the eligibility criteria?

- Female or male leader in a healthcare or life science company (not a service provider)
- Currently holds a C-suite, SVP, or VP role; if VP role then must have 1+ year experience
- Has significant responsibility for strategic/ operational decisions, direct reports and budget accountability

3. Who nominates?

- HBA Corporate Partners & Company Sponsors
- HBA NE Regional Council and Volunteers
- Self nominations accepted

5. When is a nomination submission considered complete?

- A nomination submission is complete upon receipt of both nominator and nominee forms; nominee form only in the case of self-nominations.
- Nomination submissions are recorded by date completed which could become relevant if the number of qualified nominees exceed roundtable placements.

7. Are there restrictions to the number of nominations submitted by company?

- Yes, corporate partners and company sponsors may submit up to two nominations.
- That's because (1) additional nominations from your company may surface through HBA volunteers and/or self nominations and (2) each roundtable allows for only one executive per company.

9. How do I explore becoming a company sponsor for Executive Exchange?

- Because *Executive Exchange* may align with your diversity & inclusion/ERG initiatives, sponsoring the program is a tangible way to further your support.
- Please contact: Sarah Dykstra, HBA NE Region Director of Business Development, sarah.dykstra@gmail.com

2. What commitment is expected of participants?

Committed to:

- Their own career advancement
- Helping advance other women's careers
- Attending 7 monthly events between November 2019 and May 2020 including the mandatory kick-off event on November 6, 2019 location TBD

4. What's the nomination timeline?

- Nominations will be accepted until August 23, 2019.
- Nominees will be notified of their program status on or before September 13, 2019.

6. What is the nomination process?

- Nominator completes and submits on-line form <https://www.surveymonkey.com/r/8JSPL6N>
- Nominee completes separate form demonstrating interest and qualifications <https://www.surveymonkey.com/r/8QWFSYN>

8. Is nomination submission a guarantee of participation?

- No, a key success factor to *Executive Exchange* is the optimal mix of roundtable placements; placement decisions are made by the *Executive Exchange* committee.
- Qualified nominees not placed in 2019 - 2020 program may re-submit for consideration the following year.

10. What other programming does HBA NE offer to executives?

- 3-4x/year Executive Dinner Series
- Occasionally we collaborate with other associations on executive programming. Learn of these special events by creating a guest account with HBA and signing up to receive HBA NE newsletter. <https://www.hbanet.org/guest-account>

For more info contact Jessica Blaustein, HBA NE Dir of Exec Programming jblaustein.hba@gmail.com