INSERT FACILITY OR SOCIETY NAME HERE

**Call for Nominations for XXXX Working Group Members**

**Positions to be elected**

XX Working Group member positions comprises:

**Eligibility criteria**

The XXXX Working Group is a committee of the XXXX Society Board of Directors that will engage XXXX Hospital Medical Staff and advise the Board of Directors of the society on matters of importance to them, their patients, and to the health authority.

The intention of the Memorandum of Understanding on Regional and Local Engagement (MOU) is to strengthen the relationships and engagement between medical staff and health authority leadership. To support this, the Working Group is tasked with finding ways to:

* Identify and prioritize issues affecting medical staff and patient care as well as support initiatives to address such issues.
* Work in partnership with health authority leadership on such priority issues and initiatives identified by the medical staff.
* Work in partnership with health authority leadership to ensure that the perspective of medical staff is considered in health authority decision-making processes and initiatives.

**Nominees**

Nominees must:

* Have a comprehensive understanding of the MOU concepts and the ability to act as an ambassador of the Working Group.
* Actively engage and support the development and implementation of the Working Group mandate and work plan, ensuring alignment with the interests and strategic objectives of the society.
* Be able to maintain and improve the collaborative relationship with the various partners and stakeholders of the Working Group.
* Actively represent the views and interests of the Working Group.
* Be an active membership at the XXXX Medical Staff Association (the MSA).

Expectations:

* Participate meaningfully in meetings.
* Participate in the various subcommittees of the Working Group as necessary.
* Fulfill additional commitments required from time to time as necessary.
* Attend a minimum of 50% of meetings of each calendar year (required to maintain membership in the Working Group).

**Nomination submissions**

Nomination submissions must include a Working Group nomination form, signed by the nominee. Complete nominations submissions must be received by e-mail no later than [INSERT DATE].

The e-mail address to submit nominations is: [INSERT ADDRESS]

**Nomination/Election Timeline for Working Group Member Positions**

[INSERT DATE] – All nominations received.

[INSERT DATE] – The society’s Board of Directors meet to review and select the successful candidates.

[INSERT DATE] – Nominees notified of results.

[INSERT DATE] – Working Group membership announced.

For further information, please contact [INSERT CONTACT INFORMATION].