



## Invitation and Application for the 2018 Board of Examiners

The Oklahoma Quality Foundation is on a mission . . . to be a catalyst for building better organizations across Oklahoma by inspiring role model performance and results! One of the primary ways we do this is by administering an award process to evaluate and recognize role model organizations of all shapes, sizes, and types throughout Oklahoma.

OQF is supported by a community of members, sponsors and volunteers who passionately contribute time, money and resources to help improve performance in organizations throughout Oklahoma. For our awards process, it is no exaggeration to say that we absolutely could not make it happen without the high performing individuals who selflessly volunteer their time, energy and talent to serve on our Board of Examiners. Our Examiners evaluate applications, conduct site visits and prepare feedback reports in accordance with the procedures adapted from those used by the Malcolm Baldrige National Quality Award program.

Volunteering as an Examiner is a lot of work – I know that personally, having served as an examiner at the national level since 2008. But just like anything else that requires effort, there are many benefits as well . . . .

- ✓ There is no better professional and personal development investment out there for those individuals who are serious about developing the leadership skills and strategic thought necessary for producing measurable, sustainable results in their own organization.
- ✓ The opportunity to learn first-hand innovative approaches utilized by leading role model Oklahoma organizations.
- ✓ Networking opportunities with some of the brightest minds in Oklahoma, as part of a diverse team with representatives of organizations from all sectors of the Oklahoma economy.
- ✓ Satisfaction that comes from contributing to strengthening the future of Oklahoma by helping improve performance of Oklahoma organizations who in turn create jobs, contribute to local communities and increase our tax base for education and other services for our citizens.

I'd like to invite you to join us in our mission in 2018 as an Examiner in our awards process. The hours are long and the pay . . . well it stinks . . . but the rewards are numerous and the impact you will help to make in our state will be tremendous! Just complete the 2018 Examiner Application Form (it only takes a few minutes!) and send it in by March 30, 2018.

Thank you!

A handwritten signature in black ink that reads "Cary".

Cary Hill  
Executive Director, Oklahoma Quality Foundation



## 2018 APPLICATION TO THE OQF BOARD OF EXAMINERS

Name (First, MI, Last)		Title (Mr., Mrs., Ms., Dr., etc.)
Employer Name	Job Title	
Description of Job Duties		
Work Address (Street, City, State, Zip)		
Home Address (Street, City, State, Zip)		
Email Address	Cell Phone	Work Phone
Supervisor's Name	Supervisor's Title	Supervisor's Email Address
<b>I agree to follow the Examiner Code of Conduct, promoting high standards of public service and ethical conduct by committing to:</b>		
<input type="checkbox"/> Conduct myself professionally, guided by truth, accuracy, fairness, respect, and responsibility in all interactions. <input type="checkbox"/> Avoid representing conflicting or competing interests, or placing myself in such a position where my interests may be in conflict – or appear to be in conflict – with the purposes and administration of the award process. <input type="checkbox"/> Safeguard the confidences of all parties involved in the judging or examination of present or former applicants. <input type="checkbox"/> Protect confidential information and avoid disclosures that may in any way influence the award integrity or process, currently, or in the future. <input type="checkbox"/> Never approach an organization I have evaluated for personal gain, including the establishment of an employment or consulting relationship. <input type="checkbox"/> Treat as confidential all information about the applicant's operation gained through the evaluation process. Applicant organization information shall not be discussed with anyone, including other Examiners, with the exception of Judges and the Executive Director, and with the exception of designated team conversations during Consensus and Site Visit phases of the examination process. Names of applicants shall not be disclosed during and after the application review process. No copies of application reports shall be made or retained. <input type="checkbox"/> Personally and independently score all assigned applications. <input type="checkbox"/> Not communicate with the applicant organization for additional documentation, information, or clarification. If questions arise, the examiner's Team Leader or Executive Director should be contacted. <input type="checkbox"/> Not at any time (during or after the evaluation cycle) independently give feedback to applicants regarding scoring or overall performance.		
<b>I represent that I have the availability and capacity to participate in each phase of the examination process, as follows:</b>		
Examination Phase	Calendar & Time Frame	Approximate Hours Required
<input type="checkbox"/> Examiner Training Pre-work (web-based, self-paced)	April 2 <sup>nd</sup> to May 18 <sup>th</sup>	20 to 30
<input type="checkbox"/> Examiner Training (on site in Oklahoma City)	May 23 <sup>rd</sup> & 24 <sup>th</sup>	16
<input type="checkbox"/> Application Evaluation	June to mid-August	60 to 70
<input type="checkbox"/> Consensus Meetings (on site in Oklahoma City)	August 14 <sup>th</sup> – 16 <sup>th</sup>	24
<input type="checkbox"/> Site Visit Preparation	mid-August to mid-September	12 to 16
<input type="checkbox"/> Site Visit (on site at Applicant's location)	Either Sept 9-14 or Sept 16-21	60
<input type="checkbox"/> Final Feedback Report Preparation	September	10
<b>I acknowledge the expense reimbursement policy for Examiners as follows:</b>		
<input type="checkbox"/> OQF is a non-profit, 501c(3) organization and as such, relies on the financial support of its community of supporters. For expenses incurred while serving as an OQAF examiner, we ask these to be reimbursed by the Examiner's employer if possible. Where that is not feasible, OQAF allows a maximum of \$150 per day to Examiners for actual expenses incurred for meals, lodging or other travel related expenses - <u>not otherwise provided by the applicant or by others</u> - for <b>Site Visit only</b> . No honoraria are paid.		
Your application must be emailed or postmarked by <b>March 30, 2018</b> . Send the original application along with the <b>\$350 application fee</b> to:		
<b>Oklahoma Quality Foundation</b> <b>8210 South 72<sup>nd</sup> East Avenue</b> <b>Tulsa, OK 74133</b>		
Signature	Print Name	Date