

# Advisor Role Description

Last Modified on 05/24/2026 2:05 pm EDT

[HBA GAP Advisor Description 2025.pdf](#) 

*HBA Global Ambassador Program (GAP) Advisors are HBA members who are experienced industry leaders in their careers, and HBA-trained volunteers, who are assigned to guide and support GAP cohorts. Each cohort is assigned **two** HBA Advisors, who meet regularly with each program's executive committee and attend cohort/group initiative meetings throughout the program's duration.*

**Time Commitment:** ~2-3 hours/month

**Reports to:** HBA Central Staff

## **Purpose**

Serve as an industry leader mentoring corporate Champions and Executive Committees on scenario-based leadership topics and project execution as companies self-direct their Global Ambassador Program within their team. This volunteer role will help the corporate leadership team organize and navigate complexity to effectively drive impactful group projects across a 30-person cohort.

## **Key Responsibilities**

- Mentor a cohort's executive committee for up to 12 months, empowering them to self-direct and make decisions while providing external perspective and guidance as needed.
- Attend 1 cohort Executive Committee meetings and 1 Champion Team check-in call per month (~2-3 hours/month).
- Mentor on team structuring, stakeholder alignment, and conflict and matrix navigation.
- Support transformational change and leadership confidence in rising corporate leaders.
- Model leadership without directing or managing team outcomes.
- Serve as an HBA representative and connect the cohort to broader HBA engagement opportunities including encouraging utilization of membership benefits, collaboration with locations and regions, and platforms.
- Support the cohort's planning needs (such as end-of-program Graduation planning) using HBA resources and enhancing the cohort's brand.
- Respond promptly to HBA Central Staff check-ins, providing brief updates on progress. Proactively escalate challenges to collaborate and identify solutions.

## **Required Competencies (Very Skilled or Expert-Level)**

- **Leading Team Development:** Proven ability to help leaders build and sustain collaborative, high-performing teams
- **Transformational Change:** Experience guiding change in complex or ambiguous environments

- Interpersonal Conflict Navigation: Ability to model and coach through tensions or interpersonal breakdowns in a productive and psychologically safe way
- Large-scale Project Management: Experience supporting or leading cross-functional projects with multiple stakeholders
- Cultural Competency & Development: Understands how to work collaboratively with global, cross-cultural teams and integrates fair principles
- Personal Development: Brings insight into adult learning and individual growth frameworks relevant to mid-to-senior level professionals

### **Role Requirements**

- Current HBA Member
- Able to volunteer 2-3 hours/month (for up to 12 months) in a virtual global setting
- 10+ years in corporate innovation, leadership, or change management roles
- Comfortable mentoring individual, high-potential emerging leaders in the healthcare corporate space
- Very Skilled or Expert-level in required competencies
- Promotion, selling, or recruitment of consulting services is strictly prohibited

### **Return on Your Personal Investment**

- The opportunity to influence high-impact leadership initiatives
  - A meaningful way to develop your own executive presence and mentoring skills
  - Deeper connections across HBA's global corporate network
  - The personal fulfillment of investing in the next generation of healthcare leaders
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