



AMCP

Optimizing medicine.
Improving lives.

BOARD OF DIRECTORS

2025 ELECTION

Candidate Guide
and Application

NOTE:

*Your completed
candidate application
must be received by
August 9, 2024*

AMCP Board Election Candidate Guide

Table of Contents

	<u>Page</u>
1. Board Slating 2025-2030	2
2. Call for Applications	3
3. AMCP Mission and Strategic Priorities	4
4. Board Criteria and Position Descriptions	5
Office of the Presidency	5
Office of the Treasurer	7
Office of the Director-At-Large	8
5. Board Responsibilities	9
6. Board Core Competencies	10
7. Board Application Timeline	11
8. Candidate Application	12
▪ Application Materials Checklist	12
▪ Candidate Application	13
▪ Candidate Reference Instructions	16
9. AMCP Campaign Policy	17
▪ Campaign Policy Acknowledgement Form	19
10. AMCP Conflict of Interest Policy	20
▪ Conflict of Interest Disclosure Statement	24

Board Slating 2025 to 2030

Term	President-elect	Treasurer	Director
2025-2026	One position	One position	Two positions
2026-2027	One position		Three positions
2027-2028	One position	One position	Two positions
2028-2029	One position		Three positions
2029-2030	One position	One position	Two positions

Call for Applications

Dear AMCP Colleagues,

AMCP is a professional association that helps patients get the medications they need at a cost they can afford. AMCP's diverse membership of managed care pharmacy professionals leverage specialized expertise to optimize medication benefit design and population health management to help patients access cost-effective and safe medications and other therapies. AMCP members improve the lives of nearly 300 million Americans served by private and public health plans, pharmacy benefit management firms, and emerging care models.

AMCP seeks candidates to serve on the Board of Directors. We welcome applications for the following positions for the 2025-2026 Slate:

- **President-elect:** 3-year term from 2025-2028; 1 position
 - One year as President-elect, one year as President, and one year as Immediate Past President
- **Treasurer:** 2-year term from 2025-2027; 1 position
- **At-Large Directors:** 2-year term from 2025-2027; 2 positions

All active members (defined as pharmacists, physicians, nurses, and physician assistants) are eligible to stand for election for the Office of Treasurer and At-Large Director. Only Pharmacists are eligible to stand for election for the Office of President-elect. The term of office for these positions will commence after AMCP 2025 in Houston, Texas.

The candidate guide has been designed to inform you of the responsibilities of serving on the AMCP Board and to assist the Leadership Development Committee in identifying the most qualified candidates for these positions. We invite you to review the information to understand better the steps necessary to be considered for the 2025 slate and the importance of serving in a national organization leadership position.

Volunteering for a national office leadership position is a serious responsibility that requires time, effort, and commitment. It demands increased involvement in and dedication to managed care pharmacy and AMCP.

To fulfill the mission of getting patients the medications and therapies they need at a cost they can afford, AMCP's membership, staff, and leadership must reflect our profession's rich landscape. By respecting and including everyone who drives the daily victories in managed care pharmacy, we will benefit from a mix of ideas, perspectives, and life experiences to help us achieve our goals. AMCP does not discriminate based on race, creed, gender, sexual orientation, age, physical handicap, or national origin.

We encourage you to speak with current or past AMCP Board members to discuss your interest in serving on the AMCP Board. Candidates seeking a nomination for the Board must have support from their employer.

Candidate applications are due by Friday, August 9, 2024, at 5:30 pm ET.

If you have any questions or need assistance, please contact the Leadership Development Committee Staff Liaison at executiveoffice@amcp.org.

The AMCP Leadership Development Committee

AMCP Mission and Strategic Priorities

AMCP Mission



Mission

To improve patient health by ensuring access to high-quality, cost-effective medications and other therapies.

AMCP 2024 Strategic Priorities

Strategic Initiative Optimize Value & Access	Strategic Initiative Address Disparities In Medication Use & Access	Strategic Initiative Amplify AMCP Value & Voice	Strategic Initiative Drive AMCP Performance
<p>Overarching Goal Help members and stakeholders improve healthcare access, affordability, and outcomes</p>	<p>Overarching Goal Address barriers to access and the effective use of medications and other therapies</p>	<p>Overarching Goal Grow our membership and make AMCP essential to those involved in managed care pharmacy</p>	<p>Overarching Goal Maximize effectiveness to achieve optimal results</p>
<p>Areas of Focus</p> <ul style="list-style-type: none"> Provide resources to help payers evaluate digital therapeutics Promote the adoption of biosimilars Provide tools to incorporate the patient perspective into formulary decision making Evaluate the implications of measures to reduce drug costs, including the Inflation Reduction Act. 	<p>Areas of Focus</p> <ul style="list-style-type: none"> Create awareness and identify opportunities to mitigate disparities in medication use from a managed care perspective Provide tools to incorporate the patient perspective into healthcare decision-making Encourage research into disparities in medication use 	<p>Areas of Focus</p> <ul style="list-style-type: none"> Engage and retain members and elevate their voice and impact Build awareness of AMCP and managed care pharmacy and grow membership Build an organization that is #AMCPmember1st 	<p>Areas of Focus</p> <ul style="list-style-type: none"> Financial Performance Membership Performance Operational Excellence Thought Leadership Exceptional Governance

Board Criteria and Position Descriptions

(Taken from the Board-approved AMCP Bylaws and the Operational Policies & Procedures Manual)

These criteria are general guidelines designed to identify candidates for AMCP Board positions. The Leadership Development Committee (LDC) will utilize these guidelines to identify and screen potential candidates as they develop the slate.

The AMCP Board comprises nine (9) voting Directors and the Chief Executive Officer/Secretary, who shall be an *ex-officio* and non-voting member of the Board. Voting members of the AMCP Board include four Officers (President, President-elect, Immediate Past President, Treasurer) and five At-Large Directors.

OFFICE OF THE PRESIDENT

Qualifications for the Presidency: President-elect, President, Immediate Past President

- Previous AMCP Board or Committee Chair experience preferred
- AMCP Active Member in good standing for two years
- Must be a pharmacist
- Prior Board experience preferred
- Ability to serve the full three-year term of office
- Support from your employer
- Skills and experience aligned with the desired competencies as determined by LDC and the Board

Term of Office

The Presidency of AMCP is three years, during which the elected official serves successively as President-Elect, President, and Immediate Past President. The term of each office begins at the close of the Annual Meeting.

President-Elect

The President-Elect shall, through their office:

- Prepare for their term of office as president and understand AMCP's organization, including its:
 - Bylaws and strategic plan
 - staffing
 - structure and function
 - resources and processes
 - ongoing issues and initiatives
- Prepare to support the relationships with other associations and industry Leadership
- Seek counsel from the Immediate Past President

Responsibilities:

- In the absence or disability of the President, perform all the duties of the President
- Serve on the Executive Committee
- Appoint Chairs and Members of AMCP committees and the Editorial Advisory Board
- Serve as a member of the AMCP Finance Committee
- Serve as Board Liaison to assigned AMCP committees
- Attend all Board Meetings
- Attend the Leadership Meeting
- Attend assigned Committee meetings

- Attend Legislative Days
- Attend the Annual Meeting and Nexus Conference and specific assigned events
- Complete annual conflict of interest disclosure

Time Commitment:

The AMCP President-Elect can expect to spend approximately 18 days (not including travel time) attending AMCP-related meetings and performing AMCP activities. Through the course of the year, a potential of 3 to 4 additional days of ad hoc meetings and or preparation time may be required.

The AMCP President-Elect can expect to spend approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities, and communicating with AMCP members electronically.

President

The President shall, through their elected office:

- Provide strategic leadership to AMCP
- Be the principal elected official of AMCP and shall, subject to the direction and control of the AMCP Board, have general supervision of the business and affairs of AMCP and its Officers and agents.
- Act as an ambassador for AMCP
- Support the relationships with other associations and industry leadership

Responsibilities:

- Serve on the Executive Committee
- Serve as a member of the Finance Committee
- Attend quarterly meetings of the Joint Commission of Pharmacy Practitioners (JCPP) in Washington, DC
- Set the agenda for meetings of the Board and Leadership Meeting (in consultation with the CEO)
- Chair Leadership Meetings
- Serve as Board Liaison to an assigned committee(s)
- Attend all Board Meetings
- Attend the Leadership Meeting
- Attend assigned Committee meetings
- Attend Legislative Days
- Attend the Annual Meeting and Nexus Conference and specific assigned events
- Complete annual conflict of interest disclosure

Time Commitment:

The AMCP President can expect to spend approximately 22 days (not including travel time) attending AMCP-related meetings and performing AMCP activities. During the year, 3 to 4 additional days of ad hoc meetings or preparation time may be required. The president can also expect to spend approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities, and communicating with AMCP members electronically.

Immediate Past President

The Immediate Past President shall, through their elected office:

- Act as a mentor to the President-Elect
- Support the relationships with other associations and industry leadership

Responsibilities:

- Serve on the Executive Committee
- Chair AMCP Board Meetings
- Serve as a member of the Finance Committee
- Serve as Board Liaison to an assigned committee(s)
- Serve as Liaison to Past Presidents & Founders Advisory Council
- Attend all Board Meetings
- Attend the Leadership Meeting
- Attend assigned Committee meetings
- Attend Legislative Days
- Attend the AMCP Annual Meeting and the Nexus Conference and specific assigned events
- Complete annual conflict of interest disclosure

Time Commitment:

The AMCP Immediate Past-President can expect to spend approximately 18 days (not including travel time) attending AMCP-related meetings and performing AMCP activities. During the year, 3 to 4 additional days of ad hoc meetings or preparation time may be required.

The AMCP Immediate Past President can expect to spend 2 to 3 hours per week reading AMCP material, preparing for AMCP activities, and communicating electronically.

OFFICE OF THE TREASURER

Qualifications for the Treasurer

- AMCP Active Member in good standing for two years
- Ability to serve the full two-year term of office
- Proficiency to interpret and analyze financial reports
- Skills and experience aligned with the desired competencies as determined by LDC and the Board

Term of Office

- Two years, beginning at the close of the Annual Meeting.

Responsibilities:

- Chairs the Finance Committee
- Liaisons with the CEO and Vice President of Finance and Administration regarding financial issues and financial reports to the AMCP Board
- Sets the agenda for meetings of the Finance Committee (in consultation with the Chief Financial Officer)
- Assesses the financial impact of recommendations considered by the Board
- Collaborates with staff and investment manager to manage AMCP's investments
- Serves as an authorized check signatory
- Attends all Board Meetings
- Attends the Leadership Meeting
- Attends Finance Committee meetings
- Attends Legislative Days

- Attends the Annual Meeting and Nexus Conference and specific assigned events
- Completes annual conflict of interest disclosure

Time Commitment

An AMCP Treasurer can expect to spend approximately 18 days (not including travel time) attending AMCP-related meetings and performing Board activities, not including Finance Committee meetings and conference calls. During the year, 3 to 4 additional days of ad hoc meetings or preparation time may be required.

An AMCP Treasurer can expect to spend approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities, and communicating with AMCP members electronically.

OFFICE OF THE DIRECTOR-AT-LARGE

Qualifications for the Director-at-Large

- AMCP Active Member in good standing for two years
- Ability to serve the full two-year term of office
- Skills and experience aligned with the desired competencies as determined by LDC and the Board

Term of Office

- Two years, beginning at the close of the Annual Meeting.

Responsibilities:

- Serves as Board Liaison to assigned AMCP committees
- Reports activities of the committee to which you are the liaison
- Attends all Board meetings
- Attends all Leadership Meetings
- Attends assigned committee meetings
- Attends Legislative Days
- Attends the Annual Meeting and Nexus Conference and specific assigned events

Time Commitment:

An AMCP Director can expect to spend approximately 18 days (not including travel time) attending AMCP-related meetings and performing Board activities, not including committee meetings and conference calls. Through the course of the year, a potential of 3 to 4 additional days of ad hoc meetings and or preparation time may be required.

An AMCP Director can expect to spend approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities, and communicating with AMCP members electronically.

Board Responsibilities

The Board engages in strategic thinking and planning to set the organization's direction and provide oversight to ensure AMCP's progress in achieving its mission and strategic priorities. The Board is responsible for cultivating a professional community committed to connecting the managed care pharmacy communities to promote and advance patient health by ensuring access to high-quality, cost-effective medications and other therapies.

Expectations

AMCP Board members are expected to work in collaboration with staff to collectively:

- Consider ways to increase member value.
- Uphold its fiduciary duty, including approving the annual budget.
- Create an inclusive, diverse, and welcoming organizational culture.
- Be an active and positive supporter of AMCP.
- Come prepared for all meetings and discussions.
- Foster leadership development.
- Serve as a champion for AMCP.
- Actively participate as a Board Liaison to an assigned Committee(s).

Time Commitment

Being a member of the AMCP Board requires a commitment of time, talent, and expertise. Those seeking a nomination for the Board must have support from their employer.

By becoming a member of the Board, you commit to the following:

- Prepare for, attend, and participate in five Board meetings annually.
 - In-person Meetings:
 - Winter Leadership Board Meeting, February [3-days]
 - AMCP Annual Board Meeting, March or April [4-5 days]
 - Summer Board Meeting, July [2-days]
 - Nexus Board Meeting, October [4-5 days]
 - Virtual Meetings:
 - Board Meeting, December [1-hour]
 - Additional Board calls may be scheduled as needed.
 - Attend selected educational programs and association activities.

Board Core Competencies

Aspires to Excellence

Demonstrated leadership commitment and involvement with AMCP, including service on an AMCP Committee, Council, Task Group, or Advisory Group. Strives for continuous improvement.

Leads with Vision

Leader in the profession with a strong understanding of managed care pharmacy. Visionary and strategic thinker.

Acts with Integrity

Operates with transparency and in alignment with AMCP's mission and values.

Fosters an Inclusive Community

Cultivates meaningful connections among AMCP's stakeholders and works collaboratively. Commitment to ethics, diversity, equity, and inclusion.

Demonstrates Thought Leadership

Demonstrated thought leader who can build trust and influence within the managed care pharmacy profession.

Engages as Stewards

Good steward of the organization's resources.

Board Application Timeline

2025 Election Cycle

Those seeking consideration as a Candidate for the AMCP Board should be aware of the following key dates:

<u>Date</u>	<u>Activity</u>
June 21, 2024	Call for Applications Opens
August 9, 2024	Board Applications are due to AMCP by 5:30 pm ET
September 2-3, 2024	Candidates contacted by the Leadership Development Committee (LDC)
September 16-17, 2024	Candidate Interview with the LDC via video conference
September 23-24, 2024	Slated/Not Slated candidates contacted by the LDC
October 14, 2024	Slate of candidates presented to the Board of Directors for approval
October 15, 2024	The 2025 slate of candidates and the petition process announced to the AMCP membership
October 16, 2024	Meet the Candidates Event at Nexus 2024
November 15, 2024	30-day Petition Process Deadline per the AMCP Bylaws
February 5-6, 2025	Board Orientation in Washington, DC
April 3, 2025	Term begins for the new AMCP President-elect and Board members



2025 Board Candidate Application

Application Materials Checklist

The AMCP candidate application includes the following documents, which must be completed, signed, and submitted electronically to AMCP HQ by the close of business on **Friday, August 9, 2024, by 5:30 pm ET.**

Candidate Application Form

Candidate Statements

- Vision for the Profession
- Accomplishments in Professional and Leadership Positions

References

- Candidates for all positions must submit one reference letter from an AMCP leader with whom the candidate has worked on projects or activities or from another professional reference. *The Immediate Past President, current AMCP board members, and members of the Leadership Development Committee are prohibited from providing references to potential candidates.*

Curriculum vitae or Resume

Please send in a current CV or resume that includes your full professional practice experience with this application.

Photograph – professional color headshot, in jpg format

Please send a color photograph (headshot) of yourself with this application.

Campaign Policy Acknowledgement

Conflict of Interest Disclosure Statement

All information must be submitted online via Formstack: [2025 Candidate Application](#). Information provided in the application will not be edited, so please be sure you have corrected any errors before submission.

Virtual interviews will be held in September 2024. In October 2024, the slate of candidates will be presented to the AMCP Board of Directors for approval. The Leadership Development Committee will notify candidates following the Board vote.

Candidate Application

The AMCP Leadership Development Committee will use this application to evaluate candidates for office. Please be sure your answers are concise but complete. Pay attention to maximum word counts if stated. The application you submit *will not be* revised in any manner; it will be shared with the Committee as submitted. Applications not meeting the requirements (see “Application Materials Checklist”) will not be accepted. Applications must be submitted electronically and received by **Friday, August 9, 2024, by 5:30 pm ET.**

If you have any questions, please contact the Leadership Development Committee Staff Liaison at (703) 684-2658 or executiveoffice@amcp.org.

Position for which you are seeking office (you may select more than one):

President-elect **Treasurer** **At-large Director**

Name: _____
 First Middle Last Credentials

Name as you would like it to appear on AMCP materials; please include any designations (e.g., FAMCP, RPh, PharmD)

AMCP Membership Number: _____ (Candidate must be a current AMCP Active Member)

Preferred Address: _____

Preferred Phone Number(s): _____

**The Leadership Development Committee will use this number to contact you about slating decisions.*

Preferred E-Mail: _____

Time Zone: EST, CST, MST, PST _____

**We will use this information to set up your candidate interview*

DEMOGRAPHIC CATEGORIES

AMCP is committed to diversity, equity, and inclusion. To fulfill the mission of getting patients the medications and therapies they need at a cost they can afford, it is imperative that AMCP’s membership, staff, and leadership reflect the rich landscape of our populations. As a part of our commitment to diversity, we ask candidates to share demographic data with AMCP to support their application. All demographic data will be kept confidential and only shared with the Leadership Development Committee.

Employer _____

Employer Type: College/University Consulting firm
 Health Plan PBM
 Pharmaceutical Industry Other: _____

What is your age?

18-29 30-39 40-49 50-59 60-69 Over 70

To which gender do you identify the most?

- Female Genderfluid Male Non-binary Other _____
- Prefer not to answer

What race/ethnicity do you most identify with?

- American Indian Asian Black or African American
- Hispanic or Latino Middle Eastern/North African Pacific Islander
- Two or more races White or Caucasian Other _____
- Prefer not to answer

CANDIDATE STATEMENTS

These statements should summarize the experience and expertise that support your application for the AMCP Board. Submit an individual statement for each item listed below.

- **Biographical Statement:** *your biographical statement should be 150 words or less. Please note we will use your biographical statement on the AMCP election website.*
- **Candidate Statements:** *your response to each candidate statement should be 300 words or less.*
 - *Vision for Managed Care Pharmacy for AMCP*
 - *Accomplishments in your Professional and Leadership Positions*

CANDIDATE QUESTIONS

These questions should showcase your leadership style and vision for AMCP. Submit an individual response for each question listed below. *Your response to each question should be 500 words or less.*

1. How did your relevant previous professional and leadership experiences prepare you to serve on the AMCP Board? If applying for the President-elect or Treasurer role, please reference your experience(s) in this area.
2. AMCP strives to model governance through a diverse board, but certain groups are underrepresented in our membership and leadership positions; how would you recommend we manage this?
3. What do you anticipate are the most important emerging trends we should pay attention to in the next five years?
4. The Board has identified the following areas as important to our profession and would be interested to know if candidates have experience in these areas. Your response to this question will not be rated in the evaluation process.

Check all that apply:

- Budgeting and financial management

- Digital Analytics, data, and technology
- Health Equity
- Health policy, legislative and regulatory mandates
- Multiple lines of business, including employers, Medicare, Medicaid
- Patient, customer, or member
- Value assessment and value-based contracting

5. Please share any additional information regarding your life lessons, experiences, or skills outside managed care pharmacy that support your candidacy for the AMCP Board. If applying for the President-elect or Treasurer role, please reference your experience in this area.

VOLUNTEER SERVICE

Please share your volunteer service and experience at AMCP in the past five (5) years (check all that apply):

- Served on the Board
- Served as a Board Officer
- Served as a Committee Chair or Vice Chair
- Served on a Committee
- Served as an Affiliate Leader
- Served on the Corporate Council

Served on the BBCIC Board of Managing Directors (BOMD) or a BBCIC Committee

Served on the AMCP Foundation Board or a Foundation Committee

Served on a Task Force, Work Group, or Advisory Board: _____

Legislative Days

State Advocacy Leader

Medication Therapy Management (MTM)

Partnership Forum

Session Moderator

Conference Buddy

Concierge Booth Volunteer

AMCP Foundation Volunteer

AMCP Diplomat (list school): _____

Other AMCP Service: _____

Other Relevant Leadership Experience: _____

Positions on Nonprofit Boards: _____

Volunteer service at other PROFESSIONAL organizations in the last two years:

Name of Organization: _____ Position Held: _____

CANDIDATE REFERENCE

Share the following information with the individual who will draft your reference letter:

For the Candidate's Reference, please include the following:

1. List the candidate's name
2. Explain your professional relationship with the candidate
3. Explain how long you have known the candidate and in what capacity, e.g., served on an AMCP Committee, worked together at X-organization for ten years.
4. Provide specific examples of this candidate's experience that you feel qualifies them to serve on the AMCP Board
5. Please include your name, title, email, and phone number on the reference letter; references may be contacted to clarify information.
6. Submit the candidate reference letter to executiveoffice@amcp.org by **Friday, August 9 at 5:30 pm ET**

Reference letters should be 300 words or less.

AMCP CAMPAIGN POLICY

The AMCP election process entails the recommendation of a slate of candidates by the Leadership Development Committee. In the event one or more candidates are nominated by petition to challenge one or more candidates on the recommended slate, an election will be undertaken. The rules set forth in this section pertain to activities by candidates and others when a contested election is taking place. This policy applies to all candidates for election to any Director or Officer position, regardless of whether an individual has been identified as part of the Board-approved slate of candidates.

The purpose of this policy is to assure that AMCP's election process is fair and equitable, thereby allowing all members the opportunity to learn about the candidates via professional means. Any candidate may request that AMCP post biographical information and a brief platform statement on AMCP's website, subject to reasonable limits on length.

Campaigning Rules

Candidates for the AMCP Board of Directors are required to act professionally throughout the campaign process and not engage in any activity that would disparage a fellow candidate or discredit AMCP. This also applies to those groups or individuals supporting the candidate.

The permitted and prohibited campaign activities are listed below. In the event a Candidate breaches the requirements listed herein, they may be subject to removal as a candidate, as determined by the Leadership Development Committee.

Permitted

- Candidates and their supporters are allowed to generally promote the AMCP Board of Directors election by encouraging members to vote in the election without specific reference to one or more candidates.
- Candidates and their supporters may use social media to announce their candidacy in the context of calling attention to the election in general but may not encourage members to vote for the candidate (whether expressly or implicitly) in any such statement.
 - Acceptable: Jane Smith is a candidate for the AMCP Board of Directors.
 - Election closes in XXX days.
 - Unacceptable: Jane Smith is slated for the AMCP Board of Directors. She's awesome – the best! Vote for Jane!
 - Unacceptable: Jane Smith is a candidate for the AMCP Board of Directors. She really needs your support! Vote for Jane!

Prohibited

- No member (whether a candidate or not) may use the names, addresses, telephone numbers, or email addresses of its members obtained through AMCP or by virtue of a candidate's prior service as an AMCP volunteer for the purposes of sending any campaign material, unless such use is approved in advance by AMCP staff.
- Individuals may not solicit or accept funds for or in connection with the AMCP Board of Directors election.
- Candidates or those supporting the candidates will not discredit other candidates or attempt to influence voters.
- Candidates or those supporting the candidates may not use social media and websites to

support or oppose an individual candidate.

- Candidates may not include a reference as a candidate for the AMCP Board of Directors on a social media profile.
- Candidates or those supporting the candidates will not request formal endorsements from parties within or outside AMCP or place paid advertisements.
- Distribution of campaign materials, posters, buttons, and pens (promotional materials) of any kind is not allowed.

Members are encouraged to report any suspected violations of the AMCP Election Campaign Policy to the AMCP CEO.

Any alleged misconduct violation of the AMCP Election Campaign Policy may result in the disqualification of the candidate or other appropriate action as determined by the AMCP Leadership Development Committee.

AMCP Candidate Campaign Policy Acknowledgement Form

Information about each candidate may be published on the AMCP website and AMCP social media channels to support the slating process. Materials will be reproduced exactly from the application statements submitted by each candidate.

Beyond publication on the AMCP website and AMCP social media channels, AMCP does not allow any type of campaign activities, including but not limited to distribution of literature, e.g., mailings, sign postings, public speeches, advertising, e-mails, social media posts, phone solicitation, articles, or editorials in any publication. A candidate is assumed to be responsible for any campaign activity conducted directly or indirectly on their behalf.

Violating this policy may result in a candidate being removed from the slate.

Any questions regarding the AMCP nomination and slating process should be directed to the Leadership Development Committee Staff Liaison. Reports of violations will be addressed on a case-by-case basis.

Acknowledgment

I have read, understand, and agree to abide by AMCP's Campaign Policy.

Signature _____

Date: _____

AMCP CONFLICT OF INTEREST POLICY

The following Board-approved Conflict of Interest and Disclosure Policy is taken from the AMCP Operational Policies & Procedures Manual.

AMCP follows a strict conflict of interest and disclosure policy.

Disclosure of Potential Conflicts of Interest and Bias (Est. Jan 1994; Rev. Mar 2017)

Introduction

The Academy of Managed Care Pharmacy (“AMCP”) accords special importance to its conflict of interest policy for assuring the integrity and, hence, the confidence of its membership in the deliberations and decisions of its directors, officers, and members of committees (collectively, “Covered Officials”). Each Covered Official has an affirmative obligation to act at all times in the best interests of AMCP and owes a duty of loyalty to AMCP, which requires the Covered Official, when acting within their capacity as a Covered Official, to subordinate personal, business, third-party, and other interests to AMCP’s welfare and best interest.

This policy addresses the above issues by examining potential sources of bias and conflict of interest in the activities of the Board and Academy committees.

Defining “Bias” and “Conflict of Interest”

- *Bias—The question of potential sources of “bias” ordinarily relates to views or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not necessarily disqualifying. Indeed, it often is necessary, in order to ensure that a committee or the Board is fully competent, to have the committees and the Board comprised in such a way as to represent a balance of potentially biasing backgrounds or professional or organizational perspectives.*
- *Conflict of Interest—It is essential, however, that the work of committees and the Board not be compromised by any significant conflict of interest, or in some circumstances the appearance of a significant conflict of interest, on the part of any Covered Official. A “conflict of interest” may arise when a Covered Official has an existing or potential financial or other material interest which impairs or might appear to impair the individual’s objectivity or independence in the discharge of responsibilities and duties to AMCP.*

Disclosure

Each Covered Official shall disclose any and all facts that may be construed as a potential source of disqualifying bias or a conflict of interest whenever such actual or potential disqualifying bias or conflict arises.

In addition, on an annual basis, each Covered Official (other than an individual who is a Covered Official solely by reason of serving as a committee member) shall complete and sign a Statement of Disclosure form and submit it to the designated reviewing body or official as directed on the form. Any new Covered Official (other than an individual who is a Covered Official solely by reason of serving as a committee member) shall also complete and sign a Statement of Disclosure form upon

his or her election or appointment. Additionally, any director, officer, or committee member candidate shall be notified of this policy in advance of their application to serve as a director, officer, or committee member.

Process and Remedy

The Board or its designated reviewing body or official will review submitted disclosures, determine whether or not a conflict of interest or a disqualifying bias exists, and determine whether or not such conflict materially and adversely affects AMCP's interests. If the reviewing body or official determines that an actual or potential conflict of interest or disqualifying bias exists, the reviewing body or official shall also determine an appropriate remedy. Such remedy may include, for example:

- i. Waiver of the conflict of interest or bias as unlikely to affect the Covered Official's ability to act in the best interest of AMCP;
- ii. Recusal of the conflicted Covered Official from participating in certain matters pending before AMCP, the Board, any of its committees, or other AMCP body; or
- iii. Resignation or separation of the conflicted Covered Official from his or her position with AMCP (subject to the terms of any pertinent employment agreement).

A Covered Official whose potential conflict or disqualifying bias is under review may not debate, vote, or otherwise participate in such determination except to disclose material facts and to respond to questions, and shall further abstain from participating in any AMCP matter affecting the interest under review pending a determination from the reviewing body or official.

All disclosures, determinations, and actions of the Board or its designated reviewing body or official made pursuant to this policy shall be properly documented in meeting minutes or other appropriate records of AMCP.

Delegation

The Board may delegate its authority to review and remedy potential disqualifying biases or conflicts of interest to one or more committees of disinterested board members or to one or more disinterested AMCP employees. Such committee or individual shall have access to advice of AMCP legal counsel as necessary in carrying out the delegated responsibilities under this policy. Such a committee or individual shall inform the Board of its determination and recommended action. The Board shall retain the right to modify or reverse such determination and action and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.

Guidelines

The following examples are provided as an aid to define and identify possible disqualifying biases or conflicts of interest but are not intended to be a comprehensive list of what may constitute a disqualifying bias or conflict of interest.

- Economic Impact of AMCP Actions—
 - Example 1: A Covered Official, or others with whom the Covered Official is closely associated (e.g., an employer, or a close relative, including a spouse, child, or parent), stands to benefit financially from an AMCP transaction or other action (including a policy recommendation or similar action). Assuming the financial benefit is substantial and

material, the Covered Official would generally be unable to act in the best interests of AMCP in connection with the transaction or other AMCP action; the Covered Official should be recused from any deliberation or voting regarding this action but may be asked to disclose material facts and respond to questions.

- Example 2: As in Example 1, a Covered Official or others with whom the Covered Official is closely associated (e.g., an employer, or a close relative, including a spouse, child, or parent) stands to benefit financially from an AMCP transaction or other action. However, assuming that the financial benefit is immaterial or indirect and similar to that which would be experienced by other similarly situated persons or enterprises in the industry at large, the Covered Official may be considered to have a bias rather than a conflict. If the bias is determined not to impact the Covered Official's ability to act in the best interests of AMCP, it will not be disqualifying.
- Public Statements or Positions
 - Example 3: A Covered Official has declared a fixed position on an issue through public statements or publications; through a close identification with the positions or perspectives of a particular group; or through other personal or professional activities. This may constitute a potential source of bias rather than a conflict. If the bias is determined not to impact the Covered Official's ability to act in the best interests of AMCP, it will not be disqualifying.
 - Example 4: If the Covered Official described in Example 3 serves as an officer or employee of another organization that espouses a fixed position on the issue, and the issue is under consideration by AMCP or one of its committees, a conflict may arise given the Covered Official's duties of loyalty to the other organization and to AMCP. If the conflict is determined to impact the Covered Official's ability to act in the best interests of AMCP, it will be disqualifying.
- Procurement of Services or Goods
 - Example 5: AMCP seeks to procure goods or services. A Covered Official has a financial interest in or economic relationship with an organization that submits a proposal to provide such goods or services. The Covered Official will likely be unable to act in the best interests of AMCP; accordingly, the Covered Official should be recused from any deliberation or voting on the proposal but may be asked to disclose material facts and respond to questions.
- Reviewing One's Own Work
 - Example 6: The Board or one of its committees is performing a critical review and evaluation of a publication or work product prepared by a Covered Official or a Covered Official's employer. The Covered Official should recuse him/herself from any deliberation or voting but may be asked to disclose material facts and respond to questions.

- Example 7: The Board is reviewing a publication or work product of a Covered Official as part of the general activities of the Board or committee on which the Covered Official serves. This will likely not constitute a conflict of interest or a disqualifying bias.
- Employment by a Sponsoring Company
 - Example 8: A Covered Official is employed by an organization which is sponsoring a managed care program, study, or other activity which requires review and approval by the Board or one of its committees. The Covered Official should recuse him/herself from any deliberation or voting regarding this review but may be asked to disclose material facts and respond to questions.

AMCP Candidate Conflict of Interest Statement of Disclosure

All candidates are required to complete a Conflict of Interest Statement of Disclosure.



Academy of Managed Care Pharmacy Statement of Disclosure

I have read the Conflict of Interest and Disclosure Policy (the "Policy") of the Academy of Managed Care Pharmacy ("AMCP") and agree to comply fully with its terms and conditions at all times during my service as a director or officer of AMCP. If I become aware of any actual or potential disqualifying bias or conflict of interest at any time following the submission of this statement, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the person(s) to whom I am required to disclose pursuant to the Policy.

Disclosure of actual or potential disqualifying biases or conflicts of interest:

1. Do you have a familial, financial, or business relationship with any current or former director, officer, or employee of AMCP?
2. Do you have any familial, financial, or business relationships with any persons or organizations that to your knowledge intend to engage in any transaction, to acquire any interest in any organization or entity, or to receive any substantial gift or favor that may represent a conflict with your obligations to AMCP?
3. Do you have any professional activities or relationships in which you are engaged which may be adverse to the mission and interest of AMCP or which may otherwise be a source of bias in your actions on behalf of AMCP?
4. Do you have any other interest or affiliation that may compromise your ability to provide unbiased and undivided loyalty to AMCP, or that may otherwise become in conflict with your official duties on behalf of AMCP?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>

Regardless of whether they may be a source of bias or conflict, please list below your current employer, clients, and any other organizations with which you are materially affiliated. Describe the nature of each relationship and dates for which your relationship with the entity has existed. SPELL OUT NAMES. DO NOT USE ACRONYMS. If you need more space, you may attach page and send to Evonne Jackson at ejackson@amcp.org. If there are any changes during the 2025-26 Board cycle, a new statement of disclosure must be completed.

<u>Name of Organization</u>	<u>Relationship</u>	<u>Dates</u>
1.		
2.		
3.		
4.		
5.		
6.		

By typing my name below, I acknowledge that to the best of my knowledge, the above declaration is complete.

Name (Print): _____

Signature: _____

Title: _____

Company: _____

Date: _____