**AMCP Mid-Atlantic Affiliate Board Application Packet**

The AMCP Mid-Atlantic Affiliate is seeking 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)**
* **Treasurer (2-year term)**

The term of office for these positions will commence after the Spring AMCP Annual Meeting.

This candidate guide has been designed to inform you of the responsibilities of serving on the AMCP Mid-Atlantic Affiliate Board and to assist the Leadership Development Committee in identifying the most qualified candidates for these positions. We invite you to review the information so that you will have a better understanding of the steps necessary to be considered for the slate and the importance of serving in a leadership position. Volunteering for an affiliate board is a serious responsibility, requiring much time, effort, and commitment. It demands increased involvement in and dedication to managed care pharmacy.

To fulfill the mission of getting patients the medications and therapies they need at a cost they can afford, AMCP and AMCP Mid-Atlantic’s membership and leadership must reflect the rich landscape of our populations. 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 and its affiliates do not discriminate based on race, creed, gender, sexual orientation, age, physical handicap, or national origin.

We encourage you to speak with current or past board members to discuss your interest in a particular position. We also encourage you to discuss your candidacy with your employer to ensure support for the position you are seeking.

If you have any questions or need assistance, please feel free to contact midatlantic@amcp.org **Remember that you must complete your candidate application by December 7, 2024.**

**Board Selection Process**

Having a diverse, competency-based board is essential to AMCP Mid-Atlantic. For that reason, the Board has decided to follow AMCP in changing our board selection process from a traditional election selection process to a slated process with a way for the membership to challenge the slate via a petition process.

Interested members are encouraged to apply for the Board. The Mid-Atlantic Leadership Committee will review all applications, and the committee will interview finalists. All applications will be considered confidential information, and only the final recommended slate will be shared with the affiliate board for approval.

Once the board has approved the slate, it will be sent to the membership. Members have 30 days to petition additional candidates to be added to the slate. Petitions require virtual signatures from 25% of the affiliate membership. If no petitions are received within 30 days, the slate will be considered final.

AMCP Mid-Atlantic **Leadership Committee Composition**

The Leadership Development Committee is chaired by the Immediate Past President and comprised of 5 members. Members of the Leadership Committee are not eligible to be slated for board service while serving on the committee.

**Key Dates for the Nominations Cycle**

|  |  |
| --- | --- |
| November 7, 2024 | Call for Applications Opens |
| December 7, 2024 | Applications due |
| January 1-15 2024 | The Leadership Committee selects and interviews applicants. |
| January 30 | Slate presented to approved by Board |
| February 1 | Slate notified, published to Affiliate and 30-day appeal period begins |
|  |  |
| March 1 | Appeal period over, changes made if needed, officers announced to Affiliate |
| March/April | Terms begin and installation at Annual Business Mtg. |

**Affiliate Candidate Application Checklist**

* Completed application.
* Current CV or Resume
* Reference letter from a Mid-Atlantic Affiliate AMCP or AMCP leader with whom the candidate has worked on projects or from another professional reference. Letters should be no more than 750 words in length.
  + The Current Leadership Committee and Board members are prohibited from providing references.

All information should be submitted by December 7, 2024, to midatlantic@amcp.org

**Minimum Requirements for Board Nomination**

Candidates must meet all the following requirements to qualify for a board position:

1. Current member of AMCP
2. Submission of a complete application
3. Submission of one letter of recommendation
4. Attendance at least one Mid-Atlantic affiliate event preferred

**Board Overview and Responsibilities**

**Board Competencies**

* ***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. Has a commitment to ethics, diversity, equity, and inclusion.

* ***Demonstrates Thought Leadership***

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

* ***Engages as Stewards***

Good steward of the organization’s resources.

* ***Strong Sense of Commitment***

Demonstrated commitment to the affiliate and a willingness to go the extra mile. Take a proactive, hands-on approach and take the initiative to lead, participate, and drive positive change.

**Expectations of all Board Members**

The Board is responsible for the overall direction and activities of the affiliate. It helps provide a connection at the local/regional level and creates a professional community for AMCP members and prospects.

All Board members are expected to:

* Attend scheduled board meetings and events
  + Monthly Board Meetings
  + Monthly Board/Committee Chair Meetings
  + Monthly Committee Meetings as Board Liaison
* Come prepared for all meetings and discussions
* Create an inclusive, diverse, and welcoming organization
* Foster leadership development
* Be an active and positive supporter of AMCP and the affiliate
* Be a current AMCP member now and throughout the term
* Serve the entire term of their office

**AMCP Related Policies**

AMCP and its Affiliates follow strict antitrust and conflict of interest policies.

* [Antitrust Guidelines](https://www.amcp.org/diversity-equity-inclusion-commitment)
* [Commitment to Diversity](https://www.amcp.org/diversity-equity-inclusion-commitment)
* [Conflict of Interest](https://www.amcp.org/board-opportunities/amcp-conflict-of-interest-and-disclosure-policy)

**Board Positions**

**President**

The President is responsible for providing leadership and guidance to the board to accomplish short-term and long-term affiliate goals. The President will lead each meeting. The President will work with the Secretary to prep the agenda, complete action items, and send follow-up tasks. The President works with the board and committee chairs to promote and ensure the affiliate's work is completed.

* Term: 1 year
  + This position is part of the Affiliate Presidency and is three years total in the positions of President-Elect, President, and Past-President
* Time commitment: The President can expect to spend 4-6 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Board Liaison: Planning/Programming Committee
* Additional qualifications for this position:
  + Must be willing to serve all positions that are part of the Affiliate Presidency path.
  + Must be an Active member of AMCP and a pharmacist.

**President-Elect**

The President-Elect, in the absence of the President, presides at meetings and shall advance the purposes of the Affiliate by promoting the work of the Affiliate as performed by its several officers and committees. At times, the President-Elect will need to work with the President to help them understand concerns and alternative points of view within the affiliate.

* Term: 1 year
  + This position is part of the Affiliate Presidency and is three years total in the positions of President-Elect, President, and Past-President
* Time commitment: The President-Elect can expect to spend 3-5 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Board Liaison: Student Engagement Committee
* Additional qualifications for this position:
  + Prior board experience preferred.
  + Must be willing to serve all positions that are part of the Affiliate Presidency path.
  + Must be an Active member of AMCP and a pharmacist.

**Past-President**

The Immediate Past President is responsible for providing history and guidance on lessons learned from the past. They are the chairperson of the Leadership Development Committee. They should provide background information and continuity for succession as new President and President-Elect come onto the board.

* Term: 1 year
  + This position is part of the Affiliate Presidency and is three years total in the positions of President-Elect, President, and Past-President
* Time commitment: The Past President can expect to spend 2-3 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Board Liaison/Chair: Leadership Committee

**Secretary**

The Secretary records the minutes of all meetings and adds the minutes to the Affiliate AMCP Collaborate page/library. The Secretary is responsible for all Affiliate correspondence, including compiling and sending the bi-weekly email blast content and website updates to AMCP. They work with the President to create the agenda for board meetings and the slide deck for AMCP Nexus and AMCP Annual. They are responsible for maintaining the Affiliate email account. They may work with committees to create a Mid-Atlantic Affiliate AMCP newsletter 2-4 times a year.

* Term: 2 years
* Time commitment: The Secretary can expect to spend 2-4 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Board Liaison: Communications/Marketing Committee
* Additional qualifications for this position:
  + Effective interpersonal and communication skills
  + Organizational/ Project management skills

**Treasurer**

The Treasurer is responsible for tracking the affiliate’s finances and works closely with AMCP National to ensure the financial solvency of the affiliate. They work to ensure all check requests and reimbursements are approved and sent to AMCP in a timely manner. The Treasurer works with other board members to plan events, ensuring they are within budget.

* Term: 2 years
* Time commitment: The Treasurer can expect to spend 2-3 hours per week on tasks. Additional time may be necessary during major affiliate events.
* Board Liaison: Sponsorship/Fundraising Committee
* Additional qualifications for this position:
  + Financial proficiency (e.g., financial management, budgeting, paying invoices)

**Committee Positions**

**The President appoints all Committee Chair positions. Time commitments may ebb and flow depending on the committee and the activities that are needed.**

**Planning/Programming Co-Chairs (2)**

The Planning/Programming Chair assesses the current and future educational needs of the Affiliate members and works to identify and recommend strategies, innovations, and opportunities for quality educational programs. This will include selecting the location, organizing the event with the venues (hotel and social event), recruiting speakers, coordinating with the Pharmacy Board to get the educational credits processed, soliciting sponsorships, and general meeting logistics.

* Term: 2 years
* Co-chairs will have terms expiring in different years.
* Time commitment: The chair can expect to spend 2-4 hours per week on tasks. Additional time may be necessary during major affiliate events.

**Student Engagement Chair**

The Student Liaison will work closely with local schools of pharmacy and AMCP Diplomats to help expose student pharmacists to career opportunities in managed care pharmacy and be a local AMCP resource. The Student Affairs Chair works collaboratively with the AMCP Diplomat~~s~~ to encourage the formation of an AMCP Student Chapter if one does not already exist, prepare education on managed care pharmacy, coordinate on-site visits to local managed care organizations, and link local AMCP members and other managed care pharmacy professionals with student pharmacists.

* Term: 2 years
* Time commitment: Chair can expect to spend 2-4 hours per month on tasks. Additional time may be necessary during the start of the school year.

**Sponsorship/Fundraising Committee Chair**

This committee is responsible for soliciting financial sponsorship for educational programs developed and managed through the affiliate. Additionally, this committee is responsible for building and maintaining relationships with representatives from manufacturers and other entities to encourage support with affiliate activities. This committee will oversee communication with vendors, sponsors, and other affiliate partners.

* Term: 2 years
* Time commitment: The Delegate can expect to spend 6-8 hours per month on tasks. Additional time may be necessary during major affiliate events.
* Additional qualifications for this position:
  + Effective interpersonal and communication skills

**Communication/Marketing & Membership Committee Chair**

This committee is responsible for growing and retaining affiliate membership. The committee will facilitate communication and outreach between the affiliate and current/potential members. They are responsible for creating flyers and advertisements for chapter events, promoting the affiliate and its events virtually on social media platforms, including the Affiliate AMCP LinkedIn group page, and compiling the Affiliate newsletter. Outreach to non-members to encourage them to join.

* Suggested term: 2 years.
* Time commitment: The Chair can expect to spend 2-4 hours per month on tasks.
* Additional qualifications for this position:
  + Effective interpersonal and communication skills

**Mid-Atlantic Board Application**

This application will be used to evaluate candidates for office by the Mid-Atlantic Leadership Development Committee. Please be sure your answers are succinct but complete. Pay attention to maximum word counts if stated. The application you submit ***will not be*** revised in any manner; it will be reproduced for the slate exactly as submitted. Applications that do not meet the requirements (see “Application Materials Checklist”) will not be accepted. Applications must be submitted via email and received by **December 7, 2024.**

If you have any questions, please contact Babette Edgar at Babettednc@aol.com.

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

**President-elect  Treasurer**

**Name**:

First Middle Last Credentials

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

**AMCP Membership Number**:

**Preferred Address**:

**Preferred Phone Number(s):**

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

**Preferred E-Mail:**

**Employer**

**Employer Type:**  College/University  Consulting firm

Health Plan  IDN  PBM

Pharmaceutical Industry  Other (write-in):

**DEMOGRAPHIC CATEGORIES**

AMCP Mid-Atlantic is committed to representing all its members, and one of our priorities is our commitment 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 are asking candidates to share demographic data in support of their application. All demographic data will be kept confidential and only shared with the Leadership Development Committee.

**What is your age?**

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

**To which gender identity do you most identify?**

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

**STATEMENTS**

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

* **Curriculum Vitae**
* **Candidate Statements:** *your response to each candidate statement should be 300 words or less.*
* *Why are you interested in this position?*
* *How do your relevant, previous professional and leadership expertise prepare you for serving on the AMCP Mid-Atlantic Affiliate Board?*
* *What is your vision for AMCP Mid-Atlantic Affiliate?*
* *Optional - Please share any additional information regarding your life lessons, experiences, or skills outside managed care pharmacy that support your candidacy for the AMCP Board.*

By signing below, I attest that:

I have read, understand, and commit to the responsibilities, term of office and time commitment of the board position for which I am applying.

I hereby certify that the above statements are true and accurate. I understand that a false statement may disqualify me from consideration for a board position.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Candidate Reference Letter Instructions**

*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 Mid-Atlantic Affiliate 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 midatlantic@amcp.org by December 7, 2024, by 5 pm EST.

*Reference letters should be 750 words or less.*