**OH-KY AMCP Board Application Packet**

OH-KY AMCP is seeking candidates to serve on the Board of Directors. We welcome applications for the following positions for the 2024-2025 Slate:

* **President-Elect (3 years)**
  + *1 year as President-Elect, 1 year as President, 1 year as Immediate-past President*
* **Secretary – (1 year)**
* **Treasurer – (1 year)**
* **Director (2 years)**
* **Director (2 years)**

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

This candidate guide has been designed to inform you of the responsibilities of serving on the OH-KY AMCP 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 OH-KY AMCP’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 [David.Shee@bayer.com](mailto:David.Shee@bayer.com) and cc OHKY@amcp.org. **Remember that you must complete your candidate application online by January 1, 2025.**

**Board Selection Process**

Having a diverse, competency-based board is essential to OH-KY AMCP. 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 OH-KY AMCP Leadership Development 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.

**OH-KY AMCP Leadership Development Committee Composition**

The Leadership Development Committee is chaired by the Immediate Past President and comprised of 3 members. Members of the Leadership Development Committee are not eligible to be slated for board service while serving on the committee.

**Key Dates for the Nominations Cycle**

|  |  |
| --- | --- |
| Late November/Early December | Call for Applications Opens |
| Early January | Applications due January 1st |
| Mid-January | The Leadership Development Committee selects individuals to be interviewed. |
| Late January | Interviews via video conference |
| February | The committee finalizes selection and notifies applicants. |
| February | Suggested slate presented to Affiliate Board |
| March | Announce the slate to membership and start the petition process. |
| March/April | Terms Begin  Installation at Annual AMCP Spring Conference |

**Affiliate Candidate Application Checklist**

* Completed application.
* Current CV or Resume
* Reference letter from an 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.
  + Current Leadership Development Committee members are prohibited from providing references.

All information should be submitted by January 1st, 2025 to [David.Shee@bayer.com](mailto:David.Shee@bayer.com) and CC OHKY@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 AMCP OH-KY affiliate event

**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.
  + ~1-2 hours per month
* 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.

* Suggested 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 2-3 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Additional qualifications for this position:
  + Must be willing to serve all positions that are part of the Affiliate Presidency path.

**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.

* Suggested 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 1-2 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Additional qualifications for this position:
  + Prior board experience preferred.
  + Must be an AMCP pharmacist member or Healthcare Practitioner member

**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. The individual serving as President may not be re-elected as President-elect without at least one year absence from the office.

* Suggested 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 1-2 hours per week on their tasks. Additional time may be necessary during major affiliate events.

**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 an AMCP newsletter once a year. The Secretary may serve no more than a total of 36 continuous months.

* Suggested term: 1 year
* Time commitment: The Secretary can expect to spend 1-2 hours per week on their tasks. Additional time may be necessary during major affiliate events.
* Additional qualifications for this position:
  + Effective interpersonal and communication 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. The Treasurer may serve no more than a total of 36 continuous months.

* Suggested term: 1 year
* Time commitment: The Treasurer can expect to spend 1-2 hours per week on tasks. Additional time may be necessary during major affiliate events.
* Additional qualifications for this position:
  + Financial proficiency

**Director**

Directors may work on assorted committees or coordinate specific affiliate activities. They are responsible for upholding and supporting the mission of the local and national organizations and providing organizational leadership and advisement. This includes formulation and oversight of strategic planning, policies and procedures as well as oversight of the annual budget and the approval of Affiliate expenditures.

* Suggested term: 2 years
* Time commitment: The Director can expect to spend 1-2 hours per week on tasks. Additional time may be necessary during major affiliate events.

**OH-KY Affiliate Board Application**

This application will be used to evaluate candidates for office by the OH-KY AMCP 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 electronically and received by January 1st, 2025**.**

If you have any questions, please contact [david.shee@bayer.com](mailto:david.shee@bayer.com).

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

**President-elect  At-large Director  Secretary  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**: (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:**

**Employer**

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

Health Plan  IDN  PBM

Pharmaceutical Industry  Other (write-in):

**DEMOGRAPHIC CATEGORIES**

OH-KY AMCP 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 number of years experience in payer/managed care industry?**

0  1-3 years  5-10 years  >10 years

Prefer not to answer

**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 OH-KY AMCP Board. Submit an individual statement for each item listed below.

* **Biographical Statement:** *your biographical statement should be 150 words or less.*
* **Candidate Statements:** *your response to each candidate statement should be 300 words or less.*
* *Vision for OH-KY AMCP Affiliate*
* *Accomplishments in Leadership and Volunteering Positions*
* *Share why you are interested in this position*

By signing below, I attest that:

I have read, understand, and committed 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 Board
5. Please include your name, title, email, and phone number on the reference letter; references may be contacted to clarify information.

Submit the candidate reference letter to [David.Shee@bayer.com](mailto:David.Shee@bayer.com) and cc OHKY@amcp.org. by January 1st, 2025 11:59 pm ET

*Reference letters should be 750 words or less.*