

**AMCP Board of Directors Candidate Information and Application**

**Table of Contents**

**PART ONE**

Call for Candidates Page 3

**PART TWO**

General Criteria for AMCP Board of DirectorsPage 4

**PART THREE**

Election Timeline for the 2021 Election CyclePage 5

**PART FOUR**

AMCP Candidate Due Dates and ChecklistPage 6

**PART FIVE**

A. Candidate Letter of CommitmentPage 7

B. ApplicationPage 9

**APPENDIX**

A. Responsibilities, Qualifications, Terms of Office, and Time CommitmentPage 13

B. AMCP Board of Directors Election Campaign PolicyPage 17

***PART ONE – Call for Candidates***

**AMCP Board of Directors**

**Call for Candidates**

AMCP is seeking candidates for President-elect, Treasurer, and two (2) At-large Directors to serve on the Board of Directors. The term of office for these positions commences at the conclusion of AMCP 2021 in San Francisco. The President-elect serves for a total of three years from April 2021 through April 2024 – the first as President-elect, the next as President, and the final as Immediate Past President. The Treasurer and Directors serve for two years from April 2021 through April 2023.

This booklet provides information on nominees’ eligibility and qualifications, AMCP Board member responsibilities and time commitments, application deadlines and the nomination/election timeline, and the application for submission.

All Active Members (defined as Pharmacists, Physicians, Nurses and Physician Assistants) are eligible to stand election for the office of Treasurer and Director of the AMCP Board of Directors. Only Pharmacists are eligible to stand election for the office of President-elect of AMCP.

Part Five of this packet provides a checklist of materials that must be included in the Candidate Application packet. Application packets that do not include all materials will not be considered by the Committee on Nominations.

Completed Candidate application packets are to be e-mailed as a word document and jpg (for photo) to [elections@amcp.org](mailto:elections@amcp.org).

AMCP follows strict antitrust and conflict of interest policies. The AMCP Antitrust Policy can be found at [www.amcp.org/antitrust](http://www.amcp.org/antitrust). The AMCP Conflict of Interest Policy can be found at [www.amcp.org/coi](http://www.amcp.org/coi). All successful candidates will be required to complete a conflict of interest disclosure and update it annually.

**Completed Board Candidate Applications must be sent by email and received by AMCP NO LATER THAN WEDNESDAY, SEPTEMBER 2, 2020. Applications that are received by fax or US Mail will not be considered.**

Please direct any questions about the Board of Directors Election to the Committee on Nominations at [elections@amcp.org](mailto:elections@amcp.org) or 703/684-2630.

***PART TWO – General Criteria for AMCP Board of Directors***

**cOMPETENCIES for AMCP board of directors**

*(Taken from the Board-adopted AMCP Operational Policies & Procedures Manual.)*

**Effective Communicator**

* Strong oral, written, and interpersonal communication skills
* Deep understanding of and ability to articulate issues facing managed care pharmacy and their impact on a national level

**Proven Leader**

* Has held leadership roles within managed care pharmacy or other health care organizations
* Demonstrated volunteer engagement with AMCP
* Willingness to develop leadership attributes in others to promote AMCP volunteer service and future AMCP Board members

**Strategic Thinker**

* Capacity to provide innovative thinking and make new ideas possible for AMCP’s organizational growth and development
* Experience with the development of strategic plans within AMCP or other organizations

**Relationship Builder**

* Ability to build and maintain relationships with colleagues and key stakeholders who are committed to advancing AMCP’s mission
* Willing to promote positive teamwork and cooperation within the Board and staff
* Willing to promote inclusiveness, diversity of ideas, and achievement of mutual goals

**Governance and Fiduciary Steward**

* Encourages adoption of best practices in governing AMCP
* Willingness to uphold AMCP Bylaws, policies, and procedures
* Reputation for high ethical standards and personal integrity
* Commitment to monitoring and protecting AMCP’s assets and promote the responsible use of and allocation of AMCP’s resources
* Understanding of organizational budgeting processes and how to read and interpret financial statements

*NOTE: Please review the office-specific qualifications, responsibilities, and time commitment that are outlined in Appendix A prior to submitting your application.*

***PART THREE – Election Timeline***

**AMCP ELECTION TIMELINE**

**Key Dates for 2021 Board Election Cycle**

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

**Date Activity**

June 17, 2020 Call for Candidates opens

September 2, 2020 Candidate Applications due to AMCP by 5:30 pm US ET

September 29, 2020 Candidates are informed of the slate

October 9, 2020 Candidates brochure posted on AMCP website

October 21 or 22, 2020 Candidates expected to attend the Meet the Candidates event at AMCP Nexus, October 20-23, 2020, Las Vegas, NV

October 30, 2020 Election opens – Email Ballots sent

December 4, 2020 Election closes – Electronic Voting ends at 5pm US ET

December 14 or 15, 2020 AMCP Board of Canvassers meets to certify election

December 18, 2020 Candidates are notified of election results

February 2021 (date TBD) Newly elected AMCP Board of Directors attend the AMCP Board Orientation and Leadership Meeting

April 13-16, 2021 Newly elected AMCP Board of Directors attend the AMCP Board Meeting and AMCP 2021 (San Francisco, CA)

***PART FOUR – Application Due Dates & Checklist***

AMCP Board of Directors Application Due Dates & Checklist

About the Candidate Application

The Candidate Application consists of several forms and documents. The remainder of this booklet includes the application, forms, and instructions to complete your application.

Due Date

Your *completed* Candidate Application must be *received by AMCP via e-mail no later than 5:30 pm US ET on Wednesday, September 2, 2020*. Incomplete applications or applications received after this date will not be reviewed by the AMCP Committee on Nominations. Your application will not be returned.

Submission Methods

Your completed Candidate Application is to be sent to Mitzi Wasik, Chair of the AMCP Committee on Nominations via e-mail only. Be sure to address the e-mail to AMCP Committee on Nominations at elections@amcp.org.

***Completed*** Candidate Application ***must*** be sent as a Word file with an electronic signature and the photo as a jpg suitable for posting on the AMCP web site.

***Or***

***Completed*** Candidate Application ***must*** be sent as a Word file with a separate manually signed signature cover sheet as a pdf and the photo as a jpg for posting on the AMCP web site.

AMCP Candidate Application Checklist

Use the following checklist to be sure that you include all materials required for your Candidate Application.

 Candidate Letter of Commitment completed, signed and dated (electronic signature is

accepted. See above)

 Application completed (all sections)

 Curriculum vitae or resume

 Photo (high resolution jpg suitable for publishing in the Election Brochure, printed

materials, AMCP web site and newsletter)

Questions

If you have any questions about the application process, please contact AMCP Board Elections at [elections@amcp.org](mailto:elections@amcp.org) or call 703/684-2630.

***PART FIVE – Application***

AMCP BOARD OF Directors

CANDIDATE Letter of Commitment

Mitzi Wasik, Chair

2020-21 AMCP Committee on Nominations

c/o AMCP Board Elections

AMCP

[elections@amcp.org](mailto:elections@amcp.org)

Alexandria, Virginia

Dear Mitzi:

Please advise the members of the 2020-21 AMCP Committee on Nominations that I wish to be considered for the office of: (*Note: Please check only the Office(s) you are seeking.)*

\_\_\_\_ AMCP Presidency and thereby commit, if elected, to the three-year Office of

the Presidency – President-Elect, President, and Immediate Past President

*(Note: Applicants for this Office must be a Pharmacist Active Member)*

*\_\_\_\_* AMCP Treasurer and thereby commit, if elected, to the two-year term

*(Note: Applicants for this Office must be an Active Member (Pharmacist, Physician, Nurse)*

\_\_\_\_ AMCP Director and thereby commit, if elected, to the two-year term

*(Note: Applicants for this Office must be an Active Member (Pharmacist, Physician, Nurse)*

I have read, understand, and commit to the “Responsibilities, Qualifications, Term of Office and Time Commitment” of the office for which I am applying (outlined in Appendix A). I have also read and will adhere to the AMCP Board Election Campaign Policy (outlined in Appendix B).

If elected, I understand that I will be required to abide by the [AMCP Antitrust Policy](http://www.amcp.org/antitrust) and the

[Conflict of Interest Policy](http://www.amcp.org/COI). I also understand that I will be required to submit an annual conflict

of interest disclosure that will be used to identify potential conflicts of interest. Further, I agree to

recuse myself from discussions if a conflict is identified.

Enclosed with this Candidate Application Acceptance Form is the following:

1. Completed Application
2. Curriculum Vitae or Resume
3. Photograph (electronic file suitable for publishing in the electronic version of the Election Brochure, AMCP web site and AMCP newsletters.)

#### If slated for candidacy by the AMCP Committee on Nominations, I understand that my biographic statement, platform statement and answer to the ballot question will be used in the Election Brochure *without* opportunity for further edits or changes.

***Please Type***

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***As you would like it to appear in the Election Brochure***

*Include any designations you want included after your name (i.e., FAMCP, RPh,*

*PharmD, BS Pharm, BCPS, etc.)*

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

***Electronic signature is accepted (see instructions below)***

# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Official Name of Employer as you would like it listed in the Election Brochure***

**Your Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***As you would like it to appear in the Election Brochure.***

***Preferred* Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Preferred* E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Preferred* Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(NOTE: This should be the number where the Committee on Nominations may contact you regarding slating decisions. See timeline for anticipated call date.)*

**AMCP Membership Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(You must be a current Active Member of AMCP)*

**Candidate Application must be RECEIVED BY AMCP VIA E-MAIL NO LATER THAN 5:30 PM (US ET), SEPTEMBER 2, 2020. Applications will *not* be accepted by fax or US mail.**

Your completed Candidate Application should be sent to the attention of Mitzi Wasik, Chair, AMCP Committee on Nominations , c/o AMCP Board Elections at [elections@amcp.org](mailto:elections@amcp.org).

***Completed*** Candidate Application **must be sent** as a Word file with an electronic signature and the photo as a high-resolution jpg.

***Or***

***Completed*** Candidate Application **must be sent** as a Word file with a separate manually signed signature cover sheet as a pdf and the photo as a high-resolution jpg.

***AMCP Board of Directors Application***

**Instructions and Deadline**

This application will be used to evaluate candidates for elected office by the AMCP Committee on Nominations. Please be sure your answers are succinct, but complete. **Pay attention to maximum word count if stated. If your response exceeds the word count allotted it will be truncated at the maximum word count, sent to the Committee on Nominations and published in the Election Brochure as such.**

Your resume or curriculum vitae (CV) must also be attached (for file use only). Do NOT use “see resume/CV” to answer a question. The AMCP Committee on Nominations will review and score only that which is listed on the application. The completed application, your CV, and your acceptance letter must be **RECEIVED (VIA E-MAIL ONLY) BY AMCP NO LATER THAN 5:30 PM US ET ON SEPTEMBER 2, 2020.**

Forms must be typed. Handwritten materials will not be accepted. Please direct all questions concerning the application and the nominations process to AMCP Board Elections, [elections@amcp.org](mailto:elections@amcp.org) or 703/684-2630.

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Complete each section of the application. The weight of the question/section is indicated by

the listed percentage. If there is no percentage, it is information that the Committee on

Nominations will review for background.

The responses to **SECTION ONE** - **Biographical Statement** and **SECTION TWO** - **Platform Statement and Election Brochure Question** will be used in the Election Brochure as written, without opportunity to revise should you be slated for office. The Election Brochure is published on the AMCP web site and link included with the electronic ballot. Please pay attention to word count.

**SECTION ONE – BIOGRAPHICAL STATEMENT**

1. **Biographical Statement**

*Your Biographical Statement must not exceed 150 words*. *If it is longer than 150 words, your response will be truncated at 150 words before it is sent to the Committee on Nominations and if you are slated, it will appear truncated in the Election Brochure. List word count here: \_\_\_\_\_\_*

* **This statement should summarize your experience and expertise that supports your nomination for the AMCP Board of Directors.**

**SECTION TWO – PLATFORM STATEMENT and QUESTION**

1. **Platform Statement (20%)**

*This statement is not to exceed 250 words. If it is longer than 250 words, your response will be truncated at 250 words before it is sent to the Committee on Nominations and if you are slated, it will appear truncated in the Election Brochure. List word count here: \_\_\_\_\_\_\_*

* **In your Platform Statement, address the future direction of AMCP in relation to its members and how you are positioned to lead AMCP in this direction over the course of your term.**

1. **Election Question (30%)**

*This statement is not to exceed 600 total words. If it is longer than 600 words, your response will be truncated at 600 words before it is sent to the Committee on Nominations and if you are slated, it will appear truncated in the Election Brochure. List word count here: \_\_\_\_\_\_\_*

* **With the onset of COVID-19, address how managed care pharmacy will adapt to opportunities and challenges to support the future state of health care and how AMCP can lead in this effort.**

**SECTION THREE – PROFESSIONAL SERVICE**

Provide a list of your service to AMCP and other pharmacy, medical, nursing and other professional-

related organizations. (Note: Speaking at conferences/meetings is under Section Four):

1. **AMCP Volunteer Service (30%)**

|  |  |  |
| --- | --- | --- |
| **AMCP Committee Service (Name of Committee)**  ***Includes JMCP EAB, Board of Canvassers*** | **Member – Years** | **Chair – Years** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **AMCP Task Force or Advisory Group (Name)** | **Member – When?** | **Chair – When?** |
|  |  |  |
|  |  |  |
|  |  |  |
| **AMCP Affiliate Officer (Name of Affiliates)** | **Office** | **When?** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Service at AMCP National Meetings** | **Nexus Year(s)** | **Annual Meeting**  **Year(s)** |
| Session Moderator |  |  |
| Conference Buddy |  |  |
| Concierge (Booth staff) |  |  |
| **AMCP Legislative (Lobby) Days Representative** | **When?** |  |
|  |
|  |
|  |
| **AMCP State Advocacy Coordinator (S.A.C.)**  **For Which State?** | **When?** |  |
|  |  |
| **AMCP Diplomat - List School(s)** | **When?** |  |
|  |  |
|  |  |
|  |  |
| **AMCP Board of Directors – Previous Service** | **When?** |  |
| Director |  |
| Treasurer |  |
| President |  |
| **AMCP Foundation** | **When?** |  |
| National P&T Competition Judge |  |
| Best Poster Competition Judge |  |
| Board of Trustees (Trustee or Officer) |  |
| **AMCP Visionary** | **Level?** |  |
|  |  |
| **Other AMCP Service – List Activity** | **When?** |  |
|  |  |
|  |  |

1. **List volunteer activities from other PROFESSIONAL organizations (pharmacy, medicine, nursing, health care) in the last two (2) years. (5%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other Professional Organizations** | **List name of Board, Committee, Task Force** | **Did you serve as Chair of Committee, on the Board or as an officer of the Organization (list)** | **When?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Add to chart length if needed)*

1. **Which one volunteer service has best prepared you for service on the AMCP Board of Directors?** **(10%)**

*This statement is not to exceed 150 words. If it is longer than 150 words, your response will be truncated at 150 words before it is sent to the Committee on Nominations. List word count here: \_\_\_\_\_\_\_*

**SECTION FOUR – PRESENTATIONS, PUBLICATIONS, AWARDS (5%)**

1. **List no more than three (3) of your presentations and/or publications that were significant or important to managed care pharmacy and/or AMCP.**

|  |  |  |
| --- | --- | --- |
| ***Organization for Presentation or Publication Names*** | ***Presentation or Publication Title*** | ***When*** |
|  |  |  |
|  |  |  |
|  |  |  |

**B. List honors and awards you have received from your profession (pharmacy, medicine, nursing).**

|  |  |  |
| --- | --- | --- |
| ***Honor or Award Name*** | ***Awarding Organization*** | ***When*** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION FIVE – PROFESSIONAL (WORK) EXPERIENCE**

1. **List the positions you have held in the last five (5) years.**

|  |  |  |
| --- | --- | --- |
| ***Organization Name*** | ***Position/Title*** | ***Years*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION SIX – EDUCATION & TRAINING**

**List *post-high school education degrees* you have earned. Please include school, degree, and year earned.**

|  |  |  |
| --- | --- | --- |
| ***Institution*** | ***Degree*** | ***Year*** |
|  |  |  |
|  |  |  |
|  |  |  |

**B. List residencies, fellowships and related Board certifications you hold. For certifications, do**

**not use acronyms or designations - spell out the certification title.**

|  |  |  |
| --- | --- | --- |
| ***Board Certification*** | ***Board Name*** | ***Initial Year*** |
|  |  |  |
|  |  |  |
| ***Residency Training*** | ***Institution*** | ***Year(s)*** |
|  |  |  |
|  |  |  |
| ***Fellowships*** | ***Institution*** | ***Year(s)*** |
|  |  |  |

*This concludes the AMCP Board Candidate Application.*

*Be sure to include your CV (or resume) and photo*

*when submitting your application.*

*Thank You!*

***APPENDIX A***

**RESPONSIBILITIES, QUALIFICATIONS, TERM OF OFFICE AND TIME COMMITMENT**

**FOR EACH AMCP ELECTED OFFICE**

(*Taken from the Board-adopted AMCP Operational Policies & Procedures Manual)*

**OFFICE OF THE PRESIDENCY – POSITION DESCRIPTION**

**Purpose**

***President-Elect***

The President-Elect shall through his/her office:

* Prepare for his/her term of office as president
* 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 association and industry Leadership
* Seek counsel from the Immediate Past President

***President***

The President shall through his/her elected office:

* Provide strategic leadership to AMCP
* Provide general supervision of AMCP including direction and control of the Board of Directors and AMCP CEO
* Act as chief spokesperson for AMCP and represent AMCP to all external parties
* Support the relationships with other association and industry leadership

***Immediate Past President***

The Immediate Past President shall through his/her elected officer:

* Act as mentor to the President-Elect
* Support the relationships with other association and industry leadership

**Responsibilities**

***As President-Elect***

* In the absence or disability of the President, perform all the duties of the President
* Chairs Leadership Meetings
* Serves on the Executive Committee
* Appoints Chairs and Members of AMCP committees and the *JMCP* Editorial Advisory Board
* Serves as a member of the AMCP Finance Committee
* Serves as Board Liaison to assigned AMCP committees
* Attends all Board Meetings
* Attends the Leadership Meeting
* Attends assigned Committee meetings
* Attends Legislative Days
* Attends AMCP Annual Meeting and Nexus Conference and specific assigned events
* Completes annual conflict of interest disclosure

***As President***

* Chairs AMCP Board of Directors and Executive Committee Meetings
* Serves on the Executive Committee
* Serves as a member of the Finance Committee
* Attends quarterly meetings of the Joint Commission of Pharmacy Practitioners (JCPP) in Washington, DC
* Sets the agenda for meetings of the Board of Directors and Leadership Meeting (in consultation with the CEO)
* Serves as Board Liaison to assigned committee(s)
* Attends all Board Meetings
* Attends the Leadership Meeting
* Attends assigned Committee meetings
* Attends Legislative Days
* Attends AMCP Annual Meeting and Nexus Conference and specific assigned events
* Completes annual conflict of interest disclosure

***As Immediate Past-President***

* Serves on the Executive Committee
* Serves as member of the Finance Committee
* Serves as Board Liaison to assigned committee(s)
* Serves as Liaison to Past Presidents & Founders Advisory Council
* Attends all Board Meetings
* Attends the Leadership Meeting
* Attends assigned Committee meetings
* Attends Legislative Days
* Attends AMCP Annual Meeting and the Nexus Conference and specific assigned events
* Completes annual conflict of interest disclosure

**Qualifications**

* Previous AMCP Board or Committee Chair experience preferred
* AMCP Active Member in good standing for two years
* Must be a Pharmacist
* Prior board of directors experience preferred
* Ability to serve full term of office (three years)
* Support from employer

**Term of Office**

The Presidency of the AMCP is a period of 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.

**Time Commitment**

***As President-Elect***

The AMCP President-Elect can expect to spend the equivalent of 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 an average of approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities and communicating with AMCP members via electronic means.

***As President***

The AMCP President can expect to spend the equivaltent of approximately 22 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 can expect to spend an average of approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities and communicating with AMCP members via electronic means.

***As Immediate Past-President***

The AMCP Immediate Past-President can expect to spend the equivalent of 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 Immediate Past President can expect to spend an average of approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities and communicating with electronic means.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF THE TREASURER – POSITION DESCRIPTION**

**Responsibilities**

* Chairs the Finance Committee
* Liaisons with the CEO and Vice President of Finance and Administration regarding financial issues and financial reports to the Board of Directors
* Sets the agenda for meetings of the Finance Committee (in consultation with the Vice President of Finance and Administration)
* Assesses financial impact of recommendations considered by the Board of Directors
* 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 AMCP Annual Meeting and Nexus Conference and specific assigned events
* Completes annual conflict of interest disclosure

**Qualifications**

* AMCP Active Member in good standing for two years
* Ability to serve full term of office
* Proficiency to interpret and analyze financial reports
* See Part Two “General Criteria”

**Term of Office**

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

**Annual Time Commitment**

An AMCP Treasurer can expect to spend the equivalent of approximately 18 days (not

including travel time) attending AMCP-related meetings and performing Board activities, not

including Finance 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 maybe

required.

The AMCP Treasurer can expect to spend an average of approximately 2 to 3 hours per weekreading AMCP material, preparing for AMCP activities and communicating with AMCP members via electronic means.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OFFICE OF THE DIRECTOR AT-LARGE – POSITION DESCRIPTION**

**Responsibilities**

* Serves as Board Liaison to assigned AMCP committees
* Reports activities of committee to which you are liaison
* Attends all Board meetings
* Attends all Leadership Meetings
* Attends assigned committee meetings
* Attends Legislative Days
* Attends AMCP Annual Meeting and Nexus Conference and specific assigned events
* Completes annual conflict of interest disclosure

**Qualifications**

* AMCP Active Member in good standing for two years
* Ability to serve full term of office
* See Part Two “General Criteria”

**Terms of Office**

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

**Time Commitment**

An AMCP Director can expect to spend approximately the equivalent of 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 an average of approximately 2 to 3 hours per week reading AMCP material, preparing for AMCP activities and communicating with AMCP members via electronic means.

***APPENDIX B***

**AMCP Board Election Campaign Policy**

*(Adopted by the AMCP Board of Directors February 2018)*

The AMCP election process allows Active Members (defined as Pharmacists, Physicians, Physician Assistants and Nurses) to vote for the candidate of their choice for Board vacancies. The AMCP Committee on Nominations is charged with drawing up a slate of candidates that includes two candidates for each vacancy.

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.

AMCP offers candidates three avenues to make their qualifications and views known to voters – through the Biographical Summary; the Platform Statement; and, the response to the Ballot Question. AMCP provides a number of formal opportunities to promote the candidates and their views expressed through their statements listed above. These include the electronic distribution and website posting of the AMCP Election Brochure, through voting-eligible member emails, AMCP *News & Views*, AMCP LinkedIn group, AMCP Facebook page and through Twitter. AMCP offers one in person opportunity for members to engage with candidates at the Nexus Conference at a Meet the Candidates event.

***Campaigning Rules***

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

Candidates will be sent this policy at the time they accept to stand election for the AMCP Board of Directors. Candidates will be required to acknowledge and provide an attestation that they read and understood the policy prior to the Election Brochure’s release. The AMCP Election Campaign Policy will also be provided to the active membership with the election ballot and posted on the AMCP website.

The allowed and not allowed campaign activities are listed. Please read both prior to engaging in campaigning either as a candidate or for a candidate.

***Allowed***

* Candidates and their supporters are allowed to generally promote the AMCP Board of Directors election by encouraging members to vote in the election.
* Candidates and their supporters may use social media to announce that they are candidates as long as it is in the context of calling attention to the election in general.
  + Acceptable: Jane Smith is slated for the AMCP Board of Directors. [Check out all the candidates for the AMCP Board.](https://www.amcp.org/meet-candidates)
  + Acceptable: Jane Smith is a candidate for the AMCP Board of Directors. [Learn about all the candidates and the AMCP election](https://www.amcp.org/meet-candidates). 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!

***Not Allowed***

* Under no circumstances will AMCP provide candidates (or their supporters) the names, addresses, telephone numbers or email addresses of its members.
* 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, websites, email, telephone calls to support an individual candidate.
* Adding 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 of the Academy or place paid advertisements.
* Distribution of campaign materials, posters, buttons, 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 violations or misconduct of the AMCP Election Campaign Policy may result in disqualification of the candidate or other appropriate action as determined by the AMCP Committee on Nominations.