AMCP Northwest

Northwest Affiliate of the Academy of Managed Care Pharmacy
Board of Directors (Leadership Team)

Purpose:

To advise, govern, oversee policy, assist with the leadership and general promotion of the Northwest Affiliate of the Academy of Managed Care Pharmacy (also known as NW-AMCP Affiliate or affiliate) to support National AMCP and the Northwest AMCP Affiliate missions and needs.

Mission Statement:

As an extension of the National AMCP organization, foster the growth of managed care pharmacy practice in the Northwest and surrounding region. Provide an association where AMCP members in the Northwest can discuss the common goal of providing innovative, high quality and cost-effective health care while improving the quality of life and patient outcomes within the communities we serve.

Major Responsibilities:

- Uphold and support the purpose and mission of the local and national organizations' by laws and Affiliation Agreement
- Provide organizational leadership and advisement
- Oversee the organization of the Board of Directors, officers, and committees
- Formulation and oversight of strategic planning, policies and procedures
- Financial management, including oversight of the annual budget, and approval of Affiliate expenditures
- Oversee program planning, implementation and evaluation
- Promote the organization at the local and national levels
- Work as a team to make recommendations based on Board Member experiences and vantage points in the community

Expectations of the Board of Directors (Leadership Team):

- Hold meetings on a regular basis, and special events as able
- Create and support standing committees of the Board and ad-hoc committees as necessary
- Be alert to the pharmacy and community concerns that can be addressed by the NW-AMCP Affiliate mission, objectives, and programs
- Communicate and promote the NW-AMCP Affiliate mission and programs to affiliate membership and potential members
- Provide oversight of the NW-AMCP Affiliate finances, budget, and financial/resource needs
- Develop and maintain the policies and procedures of the NW-AMCP Affiliate

AMCP Northwest

Elected Position

PRESIDENT

Term:

- 3-year term in total
- 1-year as President-Elect after membership election
- **President-Elect transitions to President for the second, 1-year term**
- President will become Past-President for the third 1-year term

Time:

- 3-5 hours per month, with greater time commitment surrounding events
- NW-AMCP Board teleconference (once a month as scheduled)
- Committee meetings attendance

Position Requirements:

- Pharmacist
- Membership in good standing with the National AMCP organization
- Active with the NW AMCP Affiliate
- Serve as a positive representative for the NW-AMCP Affiliate

Preferred Skills and Experience:

- Strong organizational and communication skills, including public speaking
- Effective interpersonal and communication skills (verbal and written)
- Proficient Project management/organization

Basic Function:

- The President is an elected official of the NW-AMCP Affiliate
- The President is responsible for ensuring the Board of Directors and members are aware of their governance responsibilities in compliance with applicable laws and bylaws
- Conduct Board business effectively and efficiently and accountable for their performance

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate; provide leadership and direction to the Affiliate Board; support NW-AMCP events and programs throughout the year
- Lead the Board in developing the annual plan and establish goals for the year
- Establish event/program objectives for the year to ensure organizational objectives and membership educational needs are met
- Schedule and presides over Board of Directors and Affiliate meetings
- Solicit agenda items and distribute final agenda in advance of meeting (working with the Secretary/Treasurer)
- Identifies and involves potential leaders, which includes input for the selection of the chairs and members for all Affiliate committees and task forces
- Oversee the annual election of officers as outlined in the Affiliate bylaws
- Directs the Board of Directors in formulating and maintaining policies and structure that will further the goals and objectives of the NW-AMCP Affiliate
- In cooperation with the entire Board, conducts an annual review of the Affiliate's performance consistent with the goals, objectives and policies and work with the Secretary/Treasurer to prepare the report for the National AMCP organization

- May act as a spokesman for the Affiliate to the public, press, legislative bodies, and other related organizations
- In cooperation with the Secretary/Treasurer, monitor Affiliate expenditures to assure operations are within the annual budget
- Promotes active participation in the Affiliate on the part of the membership.
- Promotes AMCP National and the NW-AMCP Affiliate membership to prospective members
- Work with other AMCP Affiliates to share best practices and facilitate Affiliate chapter relationships

Relationships:

- Accessible to all NW-AMCP Affiliate members
- Maintains personal contact with the National AMCP organization, other regional, state, or local associations and institutions as appropriate
- Maintains relationships with industry, government, public service organizations, press and Affiliate vendors to enhance the image of the Affiliate and the attainment of its objectives

Accountability:

- The President is accountable to the Board of Directors and members as specified in the bylaws
- The President may delegate specific duties to the Board members and/or committees as appropriate; however, the accountability remains with the President

Delegation:

- Depending upon the organization's needs and its bylaws, the President may propose the establishment of committees of the Board, may assign tasks and delegate responsibilities to Board Members and/or committees

AMCP Northwest

Elected Position

PRESIDENT-ELECT

Term:

- 3-year term in total
- **1-year as President-Elect after membership election**
- President-Elect transitions to President for the second, 1-year term
- President will become Past-President for the third 1-year term

Time:

- 2-4 hours per month, with greater time commitment surrounding events
- NW AMCP Board teleconference (once a month as scheduled)
- Committee meetings attendance, as needed

Position Requirements:

- Pharmacist
- Membership in good standing with national AMCP
- Active with the NW-AMCP Affiliate
- Serve as a positive representative for the NW-AMCP Affiliate

Preferred Skills and Experience:

- Strong organizational and communication skills, including public speaking
- Effective interpersonal and communication skills (verbal and written)
- Proficient Project management/organization

Basic Function:

- The President-Elect is an elected official of the NW-AMCP Affiliate. Assumes the presidency upon the conclusion of the term of the incumbent President.
- Assists the President in carrying out the functions of that office and performs specific duties as delegated by him/her
- This position is generally regarded as an orientation for the future role as the NW-AMCP Affiliate President

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate; serves as a member of the Board of Directors and attends all called and/or special meetings of the Board
- Supports NW-AMCP Affiliate events and programs throughout the year
- Performs duties assigned by the President, which may include serving as liaison to one of the Affiliate's standing committees
- Assists the President in the performance of his or her duties, including communication with Board Members and the AMCP National Liaison
- Promotes all of the objectives of the Affiliate
- Promotes AMCP National and NW AMCP Affiliate membership to prospective members.
- Attends special or ad hoc meetings as requested by the President
- Represents the Affiliate with local associations or organizations as requested by the President
- Works with the elected officers of other AMCP Affiliates to encourage new, and strengthen existing AMCP Affiliate chapter relationships
- Identifies and involves potential leaders, which includes input for the selection of the

chairs and members for all Affiliate committees and task forces
- Assists the president in overseeing the annual election of officers as outlined in the Affiliate bylaws
- Participates as a member of the Board of Directors in formulating and maintaining policies and structure that will further the goals and objectives of the Affiliate
- May act as a spokesman for the Affiliate to the public, press, legislative bodies, and other related organizations
- Participates with the entire Board in conducting an annual review of the Affiliate's performance consistent with the goals, objectives and policies and works with the Secretary/Treasurer in preparing the report for the national AMCP organization
- Act as a resource for the President, other Board members, and committee chairs
- Provides oversight of program planning, implementation and evaluation

Relationships:
- Accessible to all NW AMCP Affiliate members
- Maintains personal contact with the National AMCP organization, other regional, state, or local associations and institutions as appropriate
- Maintains relationships with industry, government, public service organizations, press and Affiliate vendors to enhance the image of the Affiliate and the attainment of its objectives

AMCP Northwest

IMMEDIATE PAST-PRESIDENT

Term:

- 3-year term in total
- 1-year as President-Elect after membership election
- President-Elect transitions to President for the second, 1-year term
- **President will become Past-President for the third 1-year term**

Time:

- 2-4 hours per month
- NW-AMCP Board teleconference (once a month as scheduled)
- Committee meetings attendance, as needed

Position Requirements:

- Pharmacist
- Membership in good standing with the National AMCP organization
- Serve as a positive representative for the NW-AMCP Affiliate

Preferred Skills and Experience:

- Strong organizational and communication skills, including public speaking
- Effective interpersonal and communication skills (verbal and written)
- Proficient Project management/organization

Basic Function:

- Assumes the Past-President role upon the conclusion of the term as the President
- Assists the Leadership Team by ensuring a smooth transition of the Presidency and in carrying out functions of the office

Specific Responsibilities:

- Oversee the transition of leadership for the NW-AMCP Affiliate; ensuring a smooth transition of the Presidency
- Act as a resource for President, members of the Board and Affiliate volunteers
- Lead the nomination process for the upcoming election term and be prepared to solicit nominations if no volunteers come forward
- Promotes Affiliate membership to prospective members
- Attends special or ad hoc meetings as requested by the President
- Support NW-AMCP events and programs throughout the year

Relationships:

- Accessible to all NW-AMCP Affiliate members
- Facilitate Board Member's relationships with the National AMCP organization, other regional, state, or local associations and institutions as appropriate
- Maintains relationships with industry, government, public service organizations, press and Affiliate vendors to enhance the image of the Affiliate and the attainment of its objectives

AMCP Northwest

Elected Position

SECRETARY / TREASURER

Term:

- 2 year elected position
- Year 1 secretary/treasurer elect
- Year 2 active and training new elect position

Time:

- 4-6 hours per month, with greater time commitment surrounding events & conferences
- Quarterly NW AMCP Board meetings
- Regional All Member meetings at spring Annual Conference and fall Nexus
- Assist with regional educational events, social events and other regional programs

Position Requirements:

- Membership in good standing with national AMCP
- Active with the NW AMCP Affiliate
- Serve as a positive representative for the NW-AMCP Affiliate
- Communicate frequently with national AMCP association for regional alignment, financials and program details
- Ability to travel for Affiliate business throughout Affiliate region, as needed

Preferred Skills and Experience:

- Strong organizational and communication skills
- Budget management
- Detail oriented
- Proficient Project management/organization
- Effective interpersonal and communication skills (verbal and written)
- Proficient computer skills including Microsoft Office, social media platforms

Basic Function:

- The Secretary/Treasurer is an elected official of the NW-AMCP Affiliate.
- The Secretary/ Treasurer maintains the NW-AMCP Affiliate records and oversees the following processes:
    - Organizing and planning of Affiliate Board meetings and communications surrounding such meetings
    - Organizes and facilitates All Member meetings during annual conferences and Nexus (sign in sheets, agendas, pertinent documents, meeting minutes, follow up as needed)
    - Documents meetings with notes/minutes and follow up actions with timelines
    - Maintains files for all NW Affiliate meeting minutes of all Affiliate Board meetings and general Affiliate meetings
    - Provides oversight of the financial aspects of the NW-AMCP Affiliate and ensures that the Board receives regular, solid financial statements and reports
    - Communicates frequently with national association

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate; serves as a member of the Board of Directors and attends all calls and/or special meetings of the Board; supports the NW-AMCP Affiliate events and programs throughout the year
- Oversees all records of the Board, including meeting minutes, financial reports and plans, the Board Roster, the Affiliate charter, and any historical documents.
- At the request of the Board, researches organization records to provide information as necessary
- Examines financial reports to interpret trends, and provides financial report to the board on a quarterly basis; consistent with national AMCP provided financial reports
- Manages collection and processing of exhibitor fees for the Midyear Meeting and other NW-AMCP Affiliate events
- In cooperation with the entire Board, conducts an annual review of the Affiliate's performance consistent with the goals, objectives and policies and prepares the report for the national AMCP organization
- Is sufficiently familiar with governing documents (Board Policies, articles, bylaws, Robert's Rules of Order, etc.) to note applicability during meetings
- Coordinates the annual officer's election processes as outlined in the Affiliate bylaws
- Cooperates with the President and Board of Directors in formulating and maintaining policies and structure that will further the goals and objectives of the NW-AMCP Affiliate, including internal financial controls
- Represents the Affiliate with other associations or organizations requested by the President
- Act as a resource for President, other Board members, and committee chairs
- Monitor and responds to email messages and communications for Affiliate

Relationships:

- Accessible to all NW-AMCP Affiliate members
- Works closely with the Board and the President and has contact with senior and financial National AMCP organization staff and other regional, state, or local associations and institutions as appropriate
- Maintains relationships with industry, government, public service organizations, press and Affiliate vendors to enhance the image of the Affiliate and the attainment of its objectives

AMCP Northwest

Elected Position

COMMUNICATIONS / MEMBER ENGAGEMENT

Term:

- 2 year elected position

Time:

- 4-6 hours per month, with greater time commitment to newsletter and social media needs
- Quarterly NW AMCP Board meetings
- Regional All Member meetings at spring Annual Conference and fall Nexus
- Assist with educational events, social events and other regional programs

Position Requirements:

- Membership in good standing with national AMCP
- Active with the NW AMCP Affiliate
- Serve as a positive representative for the NW-AMCP Affiliate
- Communicate frequently with national AMCP association for regional alignment, member communications
- Ability to travel for Affiliate business throughout Affiliate region, as needed

Preferred Skills and Experience:

- Strong organizational and communication skills
- Detail oriented
- Proficient Project management/organization
- Effective interpersonal and communication skills (verbal and written)
- Proficient computer skills including Microsoft Office, social media platforms

Basic Function:

- The Communications and Member Engagement position is an elected official of the NW-AMCP Affiliate
- Develops and organizes content for the quarterly NW-AMCP Affiliate newsletter
- Prompt follow up in response to members at large inquiries related to national AMCP membership and regional listserv correspondences

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate; serves as a member of the Board of Directors and attends all calls and/or special meetings of the Board; supports the NW-AMCP Affiliate events and programs throughout the year
- Develop and maintain social media platforms for NW-AMCP Affiliate
    - LinkedIn NW-AMCP Group postings and communications
    - Member emails and educational event communications
- Initiates correspondence to the NW-AMCP Affiliate membership and assists with annual election process working in conjunction with the Board
- Represents the Affiliate with other associations or organizations requested by the President
- Act as a resource for President, other Board members, and committee chairs
- Monitor and responds to email messages and communications for Affiliate

- Identifies and involves potential leaders, which includes input for the selection of the chairs and members for all Affiliate committees and task forces
- Manages the Affiliate website and content in coordination with the national association

Relationships:

- Accessible to all NW-AMCP Affiliate members
- Maintains relationships with industry, government, public service organizations, press and Affiliate vendors to enhance the image of the Affiliate and the attainment of its objectives

AMCP Northwest

2 - Elected Positions

PROGRAM DEVELOPMENT CHAIRS

Term:

- 1-year appointment
- second 1-year term if mutually agreed with the Board of Directors

Time:

- 2-3 hours per month, with greater time commitment surrounding events
- NW-AMCP Board teleconference (once a month as scheduled)
- Leads monthly teleconference of the Program Development Committee (as needed)

Position Requirements:

- **Two positions to share responsibilities:**
  - Seattle Metro area (or surrounding)
  - and/or Portland Metro area (or surrounding)
- Memberships in good standing with national AMCP
- Serve as positive representatives for the NW-AMCP Affiliate

Preferred Skills and Experience:

- Strong organizational and communication skills
- Effective interpersonal skills
- Budget management
- Detail-oriented
- Proficient project management skills
- Experience and/or interest in the development of educational programming

Basic Function:

- To lead a committee which is tasked with identifying, developing and providing quality educational programs or projects to foster the growth of managed care pharmacy practice in the Northwest Region

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate
- Participate on monthly Board teleconferences and/or provides progress on educational programming ideas to the Board
- Assess membership educational interests and healthcare marketplace trends through NW-AMCP Affiliate member outreach
- Work with the Board to establish event/program objectives for the year to ensure membership needs are met
- Conduct periodic Educational Needs Assessments with help of AMCP
- Work to develop and provide educational programming which typically includes up to 3 - 4 programs a year
- Develop and maintain relationships with educational vendors that offer topics of interest to managed care pharmacy associates, such as Prime CE

Elected Position

SOCIAL CHAIR

Term:

- 1-year appointment
- second 1-year term if mutually agreed with the Board of Directors

Time:

Position Requirements:

Preferred Skills and Experience:

Basic Function:

Specific Responsibilities:

Board Appointed Position

COLLEGES OF PHARMACY LIAISON (CPL)

Term:

- 1-year appointment (Non-Voting Position)

Time:

- 2-3 hours per month, with greater time commitment surrounding events
- NW AMCP Board teleconference (once a month as scheduled)

Position Requirements:

- Managed Care PGY1 Resident
- Membership in good standing with national AMCP
- Serve as a positive representative for the NW-AMCP Affiliate

Preferred Skills and Experience:

- Strong organizational and communication skills
- Effective interpersonal skills
- Detail-oriented
- Proficient project management skills
- Desire to help with team functions such as support of organizational events

Basic Function:

- The CPL plays an integral role to advance AMCP's mission to foster student pharmacist professional development in the field of managed care by providing information, resources, and opportunities related to managed care pharmacy practice in the Northwest

Specific Responsibilities:

- Active participation in the NW-AMCP Affiliate
- Participate on monthly Board teleconferences and provide progress reports on College of pharmacy related outreach and events
- Liaise effectively with designated Colleges of pharmacy to promote NW-AMCP events and programs
- Provide appropriate support to pharmacy students to promote active participation within AMCP and interest in the field of managed care
- Work in conjunction with the Board to identify student volunteers for Affiliate events
- Support AMCP NW Affiliate events throughout the year