

Florida AMCP AFFILIATE BOARD OF DIRECTORS

*2021 ELECTION*

FLORIDA AMCP AFFILIATE BOARD CALL FOR CANDIDATES

Candidate Information and Application

Hello!

Thank you for your interest in a board position with the Florida AMCP Affiliate. The Florida AMCP Affiliate Board of Directors is seeking candidates for the positions of President-Elect, Secretary, and Treasurer to serve on the Florida AMCP Board. The term of office for these positions commences at the conclusion of the Spring Annual AMCP 2021 meeting.

This candidate application packet provides information on minimum qualifications for eligibility, an overview of each open position’s responsibilities, time commitments, nomination/election process and timeline, as well as the application needed for submission. Completed candidate application packets are to be e-mailed as a PDF document and jpg (for photo) to floridaamcp@gmail.com.

 Florida AMCP aligns with AMCP National in following strict antitrust policies which can be found at [www.amcp.org/antitrust](http://www.amcp.org/antitrust). Completed board candidate applications (along with all other materials listed under “Florida AMCP Candidate Application Checklist” must be sent by email and received by Florida AMCP NO LATER THAN 11:59 PM EST on February 18, 2021. Applications that are received by fax or US Mail or any other form other than email to the email address listed above will not be considered.

Please direct any questions about the board application process to the Florida AMCP Nominating Committee at floridaamcp@gmail.com. Thank you again for your interest. Best wishes!

Sincerely,

The Florida AMCP Affiliate Board of Directors

FLORIDA AMCP Candidate Application Checklist

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

* Application completed along with bio (all sections)
* Photo (high resolution jpg suitable for electronic publishing in the election ballot)
* Recommendation (as specified under “Minimum Qualifications for Board Nomination”)

ELECTION TIMELINE

* February 12, 2021– Florida AMCP issues call for candidates
* 11:59 PM EST on February 18, 2021– Deadline for candidates to submit board application along with all other required information and materials to Florida AMCP Affiliate
* February 19, 2021 – Florida AMCP Nominating Committee finalizes election ballot
* February 26, 2021 – Voting opens
* March 5, 2021 – Voting closes
* April 2021 – Installation of officers aligns to AMCP Annual Meeting

NOMINATION & ELECTION PROCESS

Candidates seeking a board position must submit a completed application along with all other materials listed under “Florida AMCP Candidate Application Checklist.” The Florida AMCP Nominating Committee will review all applications and will nominate candidates after evaluation of submitted materials. The names of all candidates that get nominated by the committee will appear on the election ballot. Florida AMCP membership will receive the election ballot and vote on the candidate of their choice.

FLORIDA AMCP NOMINATING COMMITTEE COMPOSITION

The Florida AMCP Nominating Committee shall be comprised of the current President, President-Elect, Secretary, Treasurer, and Chair of Communications Committee of the current board cycle.

MINIMUM QUALIFICATIONS FOR BOARD NOMINATION

Candidates must meet all of the following requirements below in order to qualify for a board position:

1. Current member of AMCP
2. Pharmacist
3. Submission of a complete application along with all other materials listed under “Florida AMCP Candidate Application Checklist.”

open Florida AMCP board positionS

**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
* Florida AMCP Board teleconference (once a month as scheduled)
* Committee meetings attendance (as needed)
* Attendance at AMCP National Annual Conference and Nexus

**Position Requirements:**

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

**Preferred Skills and Experience:**

* Strong organizational skills
* Effective interpersonal and communication skills (verbal and written)

**Basic Function:**

* The President-Elect is an elected official of the Florida AMCP Affiliate and 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 Florida AMCP Affiliate President

**Specific Responsibilities:**

* Active participation in the Florida AMCP Affiliate; serves as a member of the Board of Directors and attends all regularly scheduled and/or special meetings of the Board
* Supports Florida 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 Florida AMCP Affiliate
* Promotes AMCP National and Florida 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 Florida AMCP Affiliate Board of Directors, 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 Florida 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

**SECRETARY**

Term:

* 1 year elected position

**Time:**

* 4-6 hours per month, with greater time commitment surrounding events & conferences
* Florida AMCP Board teleconference (once a month as scheduled)
* Committee meetings attendance
* Attendance at AMCP National Annual Conference and Nexus
* Assist with regional educational events, social events and other regional programs

**Position Requirements:**

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

**Preferred Skills and Experience:**

* Strong organizational skills with attention to detail
* Proficient project management skills
* Effective interpersonal and communication skills (verbal and written)
* Proficient computer skills including Microsoft Office and social media platforms

**Basic Function:**

* The Secretary maintains the Florida 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 AMCP National 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 Florida AMCP Affiliate meeting minutes of all Affiliate Board meetings and general Affiliate meetings
	+ Communicates frequently with national association for regional alignment and program details

**Specific Responsibilities:**

* Active participation in the Florida AMCP Affiliate; serves as a member of the Board of Directors and attends all calls and/or special meetings of the Board; supports the Florida AMCP Affiliate events and programs throughout the year
* Oversees all records of the Board, including meeting minutes, the Board Roster, the Affiliate charter, and any historical documents
* 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
* At the request of the Board, researches organization records to provide information as necessary
* 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 Florida AMCP Affiliate
* Represents the Affiliate with other associations or organizations requested by the President
* Acts as a resource for President, other Board members, and committee chairs
* Monitors and responds to email messages and communications for Affiliate

**Relationships:**

* Accessible to all Florida 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

**TREASURER**

Term:

* 1 year elected position

**Time:**

* 2-4 hours per month, with greater time commitment surrounding events & conferences
* Florida AMCP Board teleconference (once a month as scheduled)
* Committee meetings attendance
* Attendance at AMCP National Annual Conference and Nexus

**Position Requirements:**

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

**Preferred Skills and Experience:**

* Strong organizational skills with attention to detail
* Budget Management
* Effective interpersonal and communication skills (verbal and written)
* Proficient computer skills including Microsoft Office

**Basic Function:**

* Maintains the Florida AMCP Affiliate financial records
* Provides oversight of the financial aspects of the Florida AMCP Affiliate and ensures that the Board receives regular, solid financial statements and reports
* Communicates frequently with national association regarding financial matters

**Specific Responsibilities:**

* Active participation in the Florida AMCP Affiliate; serves as a member of the Board of Directors and attends all calls and/or special meetings of the Board
* Oversees all financial reports and plans for the Florida AMCP Affiliate
* 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 all Florida AMCP Affiliate events
* Cooperates with the President and Board of Directors in formulating and maintaining policies and structure that will further the goals and objectives of the Florida AMCP Affiliate, including internal financial controls
* Represents the Affiliate with other associations or organizations requested by the President
* Acts as a resource for President, other Board members, and committee chairs

**Relationships:**

* Accessible to all Florida 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

APPLICATION

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

*As you would like it to appear in the Election Ballot, if nominated*

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

*Name of Employer as you would like it listed in the Election Ballot, if nominated*

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

*As you would like it to appear in the Election Ballot, if nominated*

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

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

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

**AMCP Membership ID #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I wish to be considered for the office of: (*Note: Please check only* ***ONE*** *Office)*

\_\_\_\_President-Elect

\_\_\_\_Secretary

\_\_\_\_Treasurer

1. Do you have current or prior experience serving as an AMCP Board Member? \_\_\_yes \_\_\_no
	1. If so, which position(s) and which years(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you have a recommendation from at least one current Florida AMCP board member? \_\_\_yes \_\_\_\_no
	1. If so, which board member(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Are you a pharmacist? \_\_\_yes \_\_\_no
	1. If so, are you a licensed pharmacist? \_\_\_yes \_\_\_no
	2. If so, which state(s) do you hold a current, active license in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Describe your involvement with AMCP

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1. Why are you interested in this position?

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1. What do you plan to bring to this role?

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1. What is your vision for Florida AMCP Affiliate?

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1. Please provide a brief bio (If slated for candidacy by the AMCP Nominating Committee, I understand that my candidate bio will be used in the election ballot)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please provide details for ***one professional reference*** for us to contact:

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  |  Phone: |  |

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_