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AMCP MIDWEST REGIONAL AFFILIATE BOARD OF DIRECTORS

*2022 ELECTION*

AMCP MIDWEST REGIONAL AFFILIATE BOARD CALL FOR CANDIDATES

Candidate Information and Application

Hello!

Thank you for your interest in a board position with the AMCP Midwest Regional Affiliate. The AMCP Midwest Regional Affiliate Board of Directors is seeking candidates for the positions of President-Elect, Secretary, Treasurer, Education Co-Chair, Fundraising & Membership Co-Chairperson, and Student Liaison to serve on the AMCP Midwest Board. The term of office for these positions commences at the conclusion of the Spring Annual AMCP 2022 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 [midwestamcp@gmail.com](mailto:midwestamcp@gmail.com).

AMCP Midwest 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 “AMCP Midwest Candidate Application Checklist” must be sent by email and received by AMCP Midwest NO LATER THAN 11:59 PM EST on February 1, 2022.** Applications that are received by fax or US Mail or any other form outside of email to the email address listed above will not be considered.

Please direct any questions about the board application process to the AMCP Midwest Committee of Nominations at [midwestamcp@gmail.com](mailto:midwestamcp@gmail.com). Thank you again for your interest. Best wishes!

Sincerely,

The AMCP Midwest Regional Affiliate Board of Directors

AMCP MIDWEST 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

* January 14, 2022– AMCP Midwest issues call for candidates
* 11:59 PM EST on February 1, 2022– Deadline for candidates to submit board application along with all other required information and materials to AMCP Midwest Regional Affiliate
* February 7, 2022 – AMCP Midwest Committee of Nominations finalizes election ballot
* February 14, 2022 – Voting opens
* March 1, 2022 – Voting closes
* April 2022 – 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 “AMCP Midwest Candidate Application Checklist.” The AMCP Midwest Committee of Nominations 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. AMCP Midwest membership will receive the election ballot and vote on the candidate of their choice.

AMCP MIDWEST COMMITTEE OF NOMINATIONS COMPOSITION

The AMCP Midwest Committee of Nominations shall be comprised of the current President, the President-Elect, and the Immediate Past President 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, 2, 3, 4 **and** 5):

1. Current member of AMCP
2. Submission of a complete application along with all other materials listed under “AMCP Midwest Candidate Application Checklist.”
3. Attendance at AMCP Midwest day of education (A, B **OR** C. The ideal candidate will meet requirement A).
   1. Attended at least 1 in-person (non-virtual) Day of Education in Detroit AND in Chicago **OR**
   2. Attended at least 2 in-person (non-virtual) Days of Education in Chicago **OR**
   3. Attended at least 2 in-person (non-virtual) Days of Education in Detroit.
4. Current or past experience serving as an AMCP Midwest Delegate and/or AMCP Midwest Board Member and/or a candidate that has demonstrated an equivalent experience as determined by the board
5. Recommendation from at least 1 current AMCP Midwest Board Member

* Please note: Recommendation does not need to be a formal letter. A simple email from the recommender to the AMCP Midwest Committee of Nominations will suffice. The committee will contact the recommender to discuss the applicant.

RESPONSIBILITIES, TERM OF OFFICE, AND TIME COMMITMENT

FOR EACH open amcp midwest board position

**Elected Positions:**

* **President-Elect (3 Year Cumulative Term including serving as President and Past President) – 1 open position:** 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. This is a 3 year time commitment wherein elected individual will serve as President Elect, Current President, and Immediate Past President in year 1, 2, and 3, respectively.
  + Time commitment: The AMCP Midwest **President Elect** can expect to spend on average approximately 5 to 10 hours per week on their assigned tasks and responsibilities.
* **Education Co-Chair (2 Year Term) – 1 open position:** The Education Co-Chairs assess current and future educational needs of the Affiliate members and will identify and recommend strategies, innovations, and opportunities for quality educational programs. The Education Chairperson will be responsible for securing guest speakers and organizing continuing education programs during meetings. There are a total of 2 Education co-chairs that are elected every other year to ensure continuity.
  + Time commitment: The AMCP Midwest Education Chaircan expect to spend on average approximately 2 to 8 hours per week on their assigned tasks and responsibilities.
* **Fundraising and Membership Co-Chair (2 Year Term) – 1 open position:**  The Fundraising Membership Chairperson will maintain open lines of communication with potential program sponsors and will secure funding for all programming. This position is also responsible for coordinating DOE event registration and compiling/sending program materials to attendees, providing email blast content with sponsor logos and DOE blast content, and set-up/testing of DOE online registration platform builds.
  + Time commitment: The AMCP Midwest Fundraising Co-Chairpersoncan expect to spend on average approximately 1 to 2 hours per week on their assigned tasks and responsibilities.
* **Treasurer (2 year Term) – 1 open position:** The Treasurer is responsible for tracking the affiliate’s finances and works closely with AMCP National to ensure financial solvency of the affiliate. The Treasurer works with other members of the board with planning for events including the Days of Education, ensuring that we are financially responsible
  + Time commitment: The AMCP Midwest Treasurer can expect to spend on average approximately 1 to 2 hours per week on their assigned tasks and responsibilities.
* **Secretary (2 Year Term) – 1 open position:** The Secretary records the minutes of all meetings and maintains a permanent record of each member of the Affiliate including name, address, telephone number, e-mail address, and employer. The Secretary is responsible for all Affiliate correspondence, including compiling and managing bi-weekly email blast content, amcp.org/Midwest-amcp website updates, creating student scholarship email templates, applications, and flyers in collaboration with the Student Liaison and State Delegates, and sending the Affiliate roster to the National Office of AMCP in Alexandria, VA.
  + Time commitment: The AMCP Midwest Secretarycan expect to spend on average approximately 1 to 3 hours per week on their assigned tasks and responsibilities.
* **Student Liaison (2 Year Term) – 1 open position:** The Student Liaison will work closely with local schools of pharmacy to help expose student pharmacists to career opportunities in managed care pharmacy and be a local AMCP resource. The Student Diplomat may work collaboratively with the AMCP Diplomats to encourage the formation of an AMCP Student Chapter, if one does not already exist; present a lecture 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.
  + Time commitment: The AMCP Midwest Student Liaisoncan expect to spend on average approximately 1 to 3 hours per week on their assigned tasks and responsibilities.

**Appointed Positions:**

* **State Delegates (open states Illinois (1), Wisconsin (1), Michigan (at least 1), Indiana (at least 1) :**The Delegates serve as a link between the AMCP Midwest Board and their respective states to better serve members and encourage participation throughout the region. State Delegate positions are **not elected** however, will be approved by the board and announced with 2022 Board positions.
  + If interested, please email AMCP Midwest Affiliate to let us know which state you are interested in and please provide your CV/Resume.**If you are interested in a delegate position, you do NOT need to fill out the Board application or submit any additional materials.**
  + Time commitment: The AMCP Midwest Delegatecan expect to spend on average approximately 1 to 2 hours per week on their assigned tasks and responsibilities.

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

\_\_\_\_Fundraising Chair

\_\_\_\_Education Chair

\_\_\_\_Student Liaison

1. Have you attended any in-person (non-virtual) days of education in Chicago? \_\_\_yes \_\_\_no
   1. If so, which years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Have you attended any in-person (non-virtual) days of education in Detroit? \_\_\_yes \_\_\_no
   1. If so, which years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Do you have current or prior experience serving as an AMCP Midwest Delegate? \_\_\_yes \_\_\_no
   1. If so, which state(s) and which years(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Do you have current or prior experience serving as an AMCP Midwest Board Member? \_\_\_yes \_\_\_no
   1. If so, which position(s) and which years(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Do you have a recommendation from at least one current AMCP board member? \_\_\_yes \_\_\_\_no
   1. If so, which board member(s)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. 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 AMCP Midwest Affiliate?

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1. Please provide a brief bio (If slated for candidacy by the AMCP Committee of Nominations, 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_