



Northwest Affiliate of the Academy of Managed Care Pharmacy Board of Directors (Key Responsibilities)

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.

Key Responsibilities:

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

Elected Positions (Key Responsibilities)

1. President-Elect (2 year position)

- a. Must be an AMCP Pharmacist member in good standing
- b. Year 1 – President-Elect
 - Oversee and lead activities related to the NW Affiliate Mentorship program.
 - Assists the President in the performance of his or her duties, including communication with Board Members and the AMCP National Liaison.
- c. Year 2 – President
 - 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 establishing event/program objectives for the year to ensure organizational objectives and membership educational needs are met.

2. Secretary-Elect (2 year position)

a. Year 1 – Secretary-Elect

- Assists the Secretary in the performance of his or her duties

b. Year 2- Secretary

- Organizing and planning of Affiliate Board meetings and communications surrounding such meetings
- Documents meetings with notes/minutes and follow up actions with timelines and maintains files for all NW Affiliate meeting minutes of all Affiliate Board meetings and general Affiliate meetings

3. Treasurer-Elect (2 year position)

a. Year 1 – Treasurer-Elect

- Assists the Treasurer in the performance of his or her duties

b. Year 2 – Treasurer

- Facilitate sponsorship engagement and discussions with NW-AMCP members and partners.
- Provides oversight of the financial aspects of the NW-AMCP Affiliate and ensures that the Board receives regular, solid financial statements and reports.

4. Program Development Chairs (2 positions)

- a. Assess membership educational interests and healthcare marketplace trends through NW-AMCP Affiliate member outreach and review of member feedback.
- b. Identify, develop and provide a minimum of 2 quality educational programs per year to foster the growth of managed care pharmacy practice in the Northwest Region.

5. Social Chairs (2 positions)

- a. Organizes, coordinates, and implements minimum of 2 membership and networking events for the NW-AMCP Affiliate per year.
- b. Identify and lead opportunities for the affiliate to recruit new members, re-engage current members and recognize active members.

6. Colleges of Pharmacy Liaison (2 positions)

- a. 2 elected positions, 1 in Oregon and 1 in Washington
- b. Establish and maintain affiliate communication with student members of the NW-ACMP and AMCP Chapters at the local Schools of Pharmacy.
- c. Organize, coordinate and lead Managed Care Day and other activities to help engage and introduce students to managed care concepts.