

AMCP GREAT PLAINS AFFILIATE

BOARD OF DIRECTORS

*2023 ELECTION*

Candidate Information and Application

AMCP GREAT PLAINS AFFILIATE BOARD

Call for Candidates

Thank you for your interest in a board position with the AMCP Great Plains Affiliate. The AMCP Great Plains Affiliate Board of Directors is seeking candidates to serve on the AMCP Great Plains Board.

This document provides information on nominees’ eligibility and qualifications, AMCP Great Plains Board member responsibilities, application deadlines and the nomination/election timeline, as well as the application for submission. Completed Candidate application packets are to be e-mailed to greatplainsamcp@gmail.com.

AMCP Great Plains aligns with AMCP National in following strict antitrust policies. The AMCP Antitrust Policy can be found at [www.amcp.org/antitrust](http://www.amcp.org/antitrust). Completed Board Candidate **Applications must be sent by email and received by AMCP Great Plains NO LATER THAN 11:59 PM EST on February 10, 2023.**

Please direct any questions about the board application process to the AMCP Great Plains Nominations Committee. You can use the general email for the affiliate at greatplainsamcp@gamil.com.

Thank you again for your interest. Best wishes!

Sincerely,

The AMCP Great Plains Affiliate Nominations Committee

AMCP Candidate Application Checklist

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

* Application completed (all sections)
* Brief Bio
* Photo (high resolution jpg suitable for electronic publishing in the election ballot)

ELECTION TIMELINE

* January 2023 - AMCP Great Plains issues call for candidates
* **February 10, 2023 no later than 11:59pm ET - Deadline for candidates to submit board application along with all other required information and materials to AMCP Great Plains Affiliate**
* February 2023 - AMCP Great Plains Committee of Nominations finalizes election ballot
* February 15, 2023 - AMCP distributes ballot to Affiliate members
* March 1, 2023 - Voting closes
* March 17, 2023 – Announcement of winning candidates
* March 21 - 24, 2023 - Installation of officers aligns to AMCP Annual Meeting

NOMINATION PROCESS

Candidates seeking a board position must submit a completed application. The AMCP Great Plains 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 Great Plains membership will receive the election ballot and vote on the candidate of their choice.

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 in good standing
2. Submission of a complete application

RESPONSIBILITIES AND TERM OF OFFICE COMMITMENT FOR EACH open amcp great plains affiliate board position

**PRESIDENT ELECT**

**(1 Year Term):** 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. The President-Elect will assume the office of President at the end of the current President's term.

**SECRETARY**

**(2 Year Term):**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 sending the Affiliate roster to the National Office of AMCP in Alexandria, VA.

* *Time commitment:* The AMCP Great Plains Secretarycan expect to spend on average approximately 2 – 4 hours per week on their assigned tasks and responsibilities.

**TREASURER**

 **(2 Year Term):** The Treasurer is responsible for the affiliate budget and all financial reports.  Specific duties including reconciling bank statements, managing cash flow, and secure funding for all programming.  The treasurer will maintain open lines of communication with the affiliate leadership team, potential program sponsors, and the AMCP financial office.

* *Time commitment:* The AMCP Great Plains Secretarycan expect to spend on average approximately 2 – 4 hours per week on their assigned tasks and responsibilities.

**EDUCATION CHAIR (S)**

**(1 position is a 1- year term and 1 position is a 2- year term please specify which term you would prefer in your application)**: The Education Chair responsibilities include planning and executing the Day of Education event. This will include selecting the location, organizing the event with the venues (hotel and social event), recruiting speakers, coordinating with the Pharmacy Board to get the educational credits processed, soliciting sponsorships, and general meeting logistics.

* *Time commitment:* The AMCP Great Plains Education Chaircan expect to spend on average approximately 2 – 4 hours per week on their assigned tasks and responsibilities up until the Day of Education usually held around the September timeframe.

APPLICATION

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

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

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

**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

\_\_\_\_Educational Chair (2 year term)

\_\_\_\_Educational Chair (1 year term)

1. Why are you interested in this position?
2. Please provide a brief bio (If slated for candidacy by the AMCP Great Plains Nominations Committee, I understand that my candidate bio will be used in the election ballot.)

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| --- | --- | --- | --- |
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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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_