



## **Florida AMCP 2024-2025 Board Positions Key Responsibilities**

1. **President-Elect** (3-year term) – 1 Position
  - a. Must be an AMCP Pharmacist member in good standing.
  - b. Year 1 – President-Elect
    - a. Oversee and lead activities related to the Florida Affiliate Mentorship program.
    - b. 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
    - a. Active participation in the Florida AMCP Affiliate provides leadership and direction to the Affiliate Board; support Florida AMCP events and programs throughout the year.
    - b. Lead the board in establishing event/program objectives for the year to ensure organizational objectives and membership educational needs are met.
  - d. Year 3 – Immediate Past President
    - a. Oversee activities related to the Florida Affiliate Mentorship program.
    - b. Assists the President in the performance of his or her duties, including communication with Board Members and the AMCP National Liaison.
2. **Secretary** (2-year term) – 1 Position
  - a. Organizing and planning of Affiliate Board meetings and communications surrounding such meetings
  - b. Documents meetings with notes/minutes and follow up actions with timelines and maintains files for all Florida Affiliate meeting minutes of all Affiliate Board meetings and general Affiliate meetings.
3. **Treasurer** (2-year term) – 1 Position
  - a. Facilitate sponsorship engagement and discussions with Florida AMCP members and partners.
  - b. Provides oversight of the financial aspects of the Florida AMCP Affiliate and ensures that the Board receives regular, solid financial statements and reports.
  - c. Participate in monthly Florida AMCP leadership calls
4. **Planning Chair** (2-year term) – 2 Positions
  - a. Assess membership educational interests and healthcare marketplace trends through Florida AMCP Affiliate member outreach and review of member feedback.
  - b. Identify, develop and provide a minimum of 1 quality educational program per year to foster the growth of managed care pharmacy practice in the Florida Region.
  - c. Participate in monthly Florida AMCP leadership calls



5. **Membership Engagement Chair** (2-year term) – 2 Positions
  - a. Organizes, coordinates, and implements minimum of 1 membership and networking events for the Florida AMCP Affiliate per year.
  - b. Identify and lead opportunities for the affiliate to recruit new members, re-engage current members and recognize active members.
  - c. Participate in monthly Florida AMCP leadership calls.
  
6. **Communications Chair** (2-year term) – 2 Positions
  - a. Develops and organizes content for the quarterly AMCP Affiliate newsletter and any other communication needs, including but not limited to, upcoming events and initiatives.
  - b. Develop and maintain social media platforms for Florida AMCP Affiliate
    - a. LinkedIn Florida AMCP Group postings and communications
    - b. Member emails and educational event communications
  - c. Participate in monthly Florida AMCP leadership calls.
  
7. **Student Affairs Chair** (2-year term) – 2 Positions
  - a. Establish and maintain affiliate communications with student members of the Florida ACMP and AMCP Chapters at the local Schools of Pharmacy.
  - b. Organize, coordinate, and lead Managed Care Day and other activities to help engage and introduce students to managed care concepts.
  - c. Participate in monthly Florida AMCP leadership calls.
  
8. **Legislative Chair** (2-year term) – 1 Position
  - a. Collaborate with AMCP legislative team.
  - b. Track state specific legislation & inform affiliate chapter about key legislation.
  - c. Partnerships (State Pharmacy Association, Local Government....)
  - d. Follow state specific bills as they pass during legislative session, matriculate and are signed into law.
  - e. Participate in state pharmacy board meetings.
  - f. Participate in monthly Florida AMCP leadership calls.