

AMCP Southwest Board Application Packet

AMCP Southwest is seeking candidates to serve on the Board of Directors. The Affiliate welcomes applications for the following positions for the 2026-2027 Slate. Available position counts are noted in parenthesis, followed by the position title and term duration.

- **(1) President-Elect: (3 years: President-Elect, President, Past President)**
- **(1) Secretary (1 year term)**
- **(1) Treasurer (1 year term)**
- **(1) Education Committee Co-Chair (2 year term)**
- **(2) Membership Committee Co-Chair (2 year term)**
- **(7) State Delegate**
 - **(1) Arkansas**
 - **(1) Arizona**
 - **(1) Louisiana**
 - **(1) New Mexico**
 - **(1) Oklahoma**
 - **(2) Texas**

The term of office for these positions will commence during the Southwest Affiliate meeting at the upcoming AMCP Annual Meeting in April 2026.

This candidate guide has been designed to inform the responsibilities of serving on the AMCP Southwest Affiliate Board and to assist the Leadership Development Committee in identifying the most qualified candidates for these positions. Please review the information herein in its entirety to be considered for the slate. Volunteering for the affiliate board is a significant responsibility, requiring much time, motivation, and extensive commitment. It demands increased involvement in AMCP and dedication to the mission of AMCP.

To fulfill the mission of providing access to high-quality, cost-effective healthcare for patients, AMCP and AMCP Southwest's membership and leadership must reflect the rich landscape of its populations. By fostering a culture that respects and includes all individuals who contribute to the achievements of managed care pharmacy, the affiliate benefits from a rich diversity of ideas, perspectives, and experiences that strengthens our ability to achieve our goals. AMCP and its affiliates are committed to an environment free from discrimination on the basis of race, creed, gender, sexual orientation, age, physical disability, or national origin.

It is encouraged to speak with current or past board members to discuss interest in a particular position. Please discuss your potential candidacy with any current employer to ensure support for the position you are seeking.

For any inquiries or assistance, please contact southwest@amcp.org. Candidate applications must be received online **by January 15th, 2026**.

Board Selection Process

Having a diverse, competency-based board is essential to AMCP Southwest's success. AMCP Southwest follows a slated process developed through AMCP, inclusive of a means for the membership to challenge the slate via a petition process.

Interested members are encouraged to apply for the AMCP Southwest Board. The AMCP Southwest Leadership Development Committee will review all completed applications, with finalists being selected for interviews. All applications and information received throughout the process will be considered confidential information. Only the final recommended slate will be shared with the affiliate board for approval.

Once the board has approved the slate, it will be sent to AMCP membership. Members have 30 days to contest. Petitions require virtual signatures from 25% of the affiliate membership. The slate will be considered final if no petitions are received within 30 days. The AMCP National Board reviews and approves final affiliate board rosters.

AMCP Southwest Leadership Development Committee Composition

The Leadership Development Committee is chaired by the Immediate Past President and is composed of 3 to 5 members. Members of the Leadership Development Committee are not eligible to be slated for board service while serving on the committee.

Key Dates for the Nominations Cycle

Late November/Early December	Call for applications opens
January	Applications Due The Leadership Development Committee selects individuals to be interviewed
January	Interviews via video conference
February	The committee finalizes selection and notifies applicants
February	Suggested slate presented to Affiliate Board
Mid February	Announce the slate to membership and start the petition process
April 13, 2026	Terms begin during AMCP Annual

General Requirements for Board Service

- Board members will serve a 1, 2, or 3 year term (position dependent).
- All board members will be expected to join the Southwest Affiliate Monthly Meetings and scheduled officer meetings.
- All board members will be expected to assist with the planning and promoting the annual Day of Education and Pharmacy Summit as applicable.
- Provide regular updates and reports on activities, achievements, and challenges.

General Qualifications

- AMCP Membership is in good standing at time of appointment and throughout the term of service.
- **Resident of a Southwest Affiliate State (AR, AZ, LA, NM, OK, or TX)**
- Passion for the organization's mission and values.
 - [AMCP Mission](#)
 - [AMCP Southwest Mission](#)
- Ability to prioritize attendance at national and regional events.
- Strong leadership and organizational skills, with the ability to motivate and foster engaged collaboration.
- Excellent communication and interpersonal skills, both written and verbal.
- Proven ability to think strategically, anticipate challenges, and develop thoughtful, solution-oriented responses.

Time Commitment

- Team members can expect to spend on average 2-3 hours per week on tasks. Additional time will be necessary during major affiliate events.

Board Positions Available:

President (3 year term)

The President is the leader and representative of the organization's affiliate. The President provides strategic direction, oversees affiliate activities, and serves as a liaison between the affiliate and AMCP leadership.

President Responsibilities

- Provide strategic and visionary leadership to the affiliate by establishing clear goals, priorities, and strategies aligned with AMCP's mission and objectives.
- Inspire and motivate members, volunteers, and stakeholders to engage actively in affiliate initiatives and contribute to the advancement of managed care pharmacy.
- Foster a positive, inclusive, and collaborative affiliate culture that values diversity, innovation, and shared purpose.
- Oversee the day-to-day operations of the affiliate, ensuring that activities are carried out effectively and efficiently.
- Coordinate with affiliate officers and committees to delegate responsibilities, monitor progress, and address challenges as they arise.
- Serve as a resource and mentor to affiliate leaders and members, providing guidance and leadership to further advance leaders and support organizational efficacy.
- Represent the affiliate at meetings, events, and conferences, advocating for the organization's mission and priorities.

- Lead monthly affiliate meetings and AMCP national meetings, and major affiliate events unless mutually delegated to another board member.
- Cultivate strong relationships with AMCP leadership, other affiliates, schools of pharmacy, partner organizations, and affiliate members to encourage collaboration and support organizational growth and learning.
- Collaborate with Membership & Education board members to create opportunities for membership growth and satisfaction.
- Actively solicit and consider feedback from members to ensure affiliate activities remain relevant, appropriate, and aligned with member needs.
- Promote a culture of continuous improvement within the affiliate's programs, governance, and operational processes.
- Serves a collective 3-year term consisting of President-Elect, President, then Immediate Past President (descriptions below). Must be willing to serve all positions that are part of the Affiliate Presidency term.
- Time commitment: The President can expect to spend 4 hours per week on their tasks. Additional time may be necessary during major affiliate events.
- **President Elect:**
 - o Will be mentored by the President for the duration of one-year to ensure smooth transition of activities into the President role in year two.
 - o The President-Elect, in the absence of the President, presides in leadership, at meetings, and shall advance the purposes of the Affiliate by promoting the work of the Affiliate as performed by its board members.
 - o Prioritizes and participates in monthly affiliate calls when able.
 - o Time commitment: The President-Elect can expect to spend 2 hours per week on their tasks. Additional time may be necessary during major affiliate events.
- **Immediate Past President:**
 - o Serves as the chair for the Leadership Development Committee (LDC) coordinating LDC solicitation and liaison for all board election activities.
 - o Advises the current President based on historical experience, provides context to past decisions, and shares institutional knowledge.
 - o Prioritizes and participates in monthly affiliate calls when able.
 - o Time commitment: The Immediate Past President can expect to spend 2 hours per week on their tasks. Additional time may be necessary during major affiliate events.

Secretary (1 year term)

As the Affiliate Secretary, you serve as a crucial link between the organization's leadership, members, and national AMCP. You are responsible for maintaining accurate records, facilitating communication, and supporting the smooth operation of the affiliate. This is a one-year position.

Secretary Responsibilities

- Maintain accurate and up-to-date records of affiliate meetings, including minutes, attendance, and action items.

- Organize and archive documents, reports, and correspondence related to affiliate activities and decisions in AMCP Collaborate.
- Ensure that all records are stored securely and accessible to authorized individuals as needed.
- Assist the President in scheduling and coordinating affiliate meetings, including sending out meeting notices, agendas, and reminders to members.
- Prepare meeting materials, such as agendas, presentations, and handouts, in collaboration with the affiliate leadership for AMCP Nexus and AMCP Annual.
- Assist the President and President-Elect in maintaining the Affiliate e-mail account, ensuring timely responses and appropriate routing of inquiries.
- Disseminate important updates, announcements, marketing, and publications to affiliate members through communication channels including biweekly email distribution by AMCP, LinkedIn, and ad-hoc website updates.
- Coordinate with leadership to ensure communications are aligned with affiliate priorities and AMCP standards.
- Participate in monthly affiliate calls, or mutually delegate tasks when unable to attend.
- Time commitment: The Secretary can expect to spend 2-3 hours per week on their tasks. Additional time may be necessary during major affiliate events.

Treasurer (1 year term)

The Treasurer is responsible for tracking the affiliate's finances and works closely with AMCP National to ensure the financial solvency of the affiliate, managing sponsor and event financial activities in partnership with the Education and Membership committees.

Treasurer Responsibilities

- Ensure vendor, speaker, and affiliate member reimbursement policies are clearly documented, communicated, and consistently applied.
- Review reimbursement requests and personal submissions for completeness, accuracy, and policy compliance, assisting in submission as necessary.
- Coordinate with AMCP headquarters to ensure reimbursements are processed in a timely manner and routed through the appropriate AMCP systems.
- Maintain organized records of all reimbursement requests, approvals, and payments.
- Develop and maintain affiliate budget in collaboration with leadership, aligning with the affiliate's strategic priorities and AMCP guidelines.
- Coordinate with board members throughout affiliate event planning to ensure proposed activities are financially feasible and within budget.
- Track revenues and expenses for events (e.g., sponsorships, registration fees, vendor payments) and reconcile against budgets following each event.
- Advise the board on financial implications of proposed programs, initiatives, or changes to affiliate activities.

- Present financial reports (e.g., quarterly and annually prior to term expiration) to the affiliate leadership, including balance of funds, income and expenses, and budget vs. actual performance.
- Highlight key financial metrics and trends, areas of variance, and any emerging risks or opportunities, providing clear, action-oriented recommendations to the board when financial issues arise or course corrections are needed.
- Establish, maintain, and clearly communicate sponsorship opportunities, including benefit levels, timelines, and requirements, in alignment with AMCP policies through communication channels.
- Work with AMCP headquarters to establish and/or maintain sponsorship portals.
- Actively engage with current and prospective sponsors, responding to inquiries and coordinating associated agreements, invoicing, and/or payment tracking.
- Monitor sponsorship revenue against targets and report progress to affiliate leadership, recommending adjustments to sponsorship strategy as needed.
- Periodically review affiliate financial procedures and recommend updates to align with AMCP standards and best practices.
- Collaborate with affiliate leadership and AMCP headquarters to support the affiliate's mission, objectives, and strategic initiatives.
- Prepare and maintain documentation to support continuity and smooth transitions between Treasurers, assisting in onboarding and training the incoming Treasurer at the end of the term, providing full access to financial records, tools, and contacts.
- Participate in affiliate monthly calls when available.
- Time commitment: The Treasurer can expect to spend 2 hours per week on their tasks. Additional time will be necessary during major affiliate events.

Education Committee Co-Chair (2 year term)

The Education Co-Chair assesses the current and future educational needs of Affiliate members and works to identify, recommend, and implement strategies, innovations, and opportunities for quality educational programs. Education Co-Chair positions operate on staggered two-year terms, with one Co-Chair elected each year. This structure ensures that at all times one Co-Chair has at least one year of experience in the role, providing continuity in leadership and minimizing simultaneous onboarding of the new incoming Co-Chair.

Education Co-Chair Responsibilities

- Plan and coordinate educational events including continuing education (CE), student workshops, or other activities in collaboration with committee members and partners.
- Lead affiliate educational event (e.g. Day of Education) planning by securing speakers, venue planning, and soliciting resources necessary for successful program delivery, including coordinating with speakers for content, promotion, and program operations.

- Coordinate with the selected accredited CE processing board to plan, submit, and process educational credits for CE events in a timely and communicative manner.
- Develop educational programs and initiatives that address identified needs and align with the committee's goals and objectives.
- Work with external CE companies and AMCP grant funded education programs seeking to coordinate virtual or dinner programs with the affiliate when in line with affiliate educational strategy.
- Work with local pharmacy schools to ensure student member engagement in educational opportunities such as P&T competition and career discussions.
- The experienced Education Co-Chair is responsible for mentoring the incoming Co-Chair and assisting with the transition of organizational activities.
- Prioritizes and participates in monthly affiliate calls when able.
- Time commitment: The Education Co-Chair can expect to spend 2 hours per week on their tasks. Additional time will be necessary during major affiliate events.

Membership Committee Co-Chair (2 year term)

The Membership Committee Co-Chair serves a crucial role in attracting, engaging, and retaining members for our organization. You will work closely with other committee chairs and the executive board to achieve membership goals and enhance the overall membership experience. Terms may be adjusted in mutual agreement to implement future staggered two-year terms.

Membership Committee Co-Chair Responsibilities:

- Lead efforts to engage both prospective and current members, both professional and students, through channels such as social media, email, in-person engagement, and virtually.
- Empower members to fully benefit from their membership through clear guidance, responsive support, and access to relevant resources and opportunities.
- Develop, organize, and implement activities to strengthen member engagement, including networking events, workshops, and social gatherings, in partnership with Education Co-Chairs and State Delegates.
- Create flyers and advertisements for chapter events, promoting the affiliate and its events virtually on social media platforms, including the Affiliate AMCP LinkedIn group page, and compiling any Affiliate newsletter.
- Maintain consistent communication with the board members and during member meetings, offer updates on membership initiatives, engagement activities, and ongoing progress, soliciting feedback and collaboration.
- Prepare reports on membership metrics, including recruitment efforts, retention trends, engagement levels, and member feedback.
- Collaborate with the Affiliate President and Secretary, and oversee membership promotion through postings across platforms such as the Affiliate LinkedIn page.

- Engage with local schools to strengthen student involvement and support student member development, and manage student applications for preceptorships and stipends.
- Prioritizes and participates in monthly affiliate calls as able.
- Manage and provide guidance to State Delegates, ensuring they are supported and aligned with organizational objectives and strategy.
- Provide updates on advocacy efforts to AMCP's policy-related thought leadership committees.
- The experienced Membership Co-Chair is responsible for mentoring the incoming Co-Chair (in staggered 2 year term format) and supporting continuity in organizational activities.
- Time commitment: The Membership Co-Chair can expect to spend 2-3 hours per week on their tasks. Additional time will be necessary during major affiliate events.

State Delegate *New in 2026* (1 year term)

State Delegates serve as essential representatives of the organization at the local level and act as liaisons between members within their state and the Membership Committee. Delegates support the affiliate's mission by facilitating communication, promoting member engagement, and advancing legislative and policy awareness relevant to the profession. State Delegates must reside in the Southwest Affiliate state which they seek to represent (Arkansas, Arizona, Louisiana, New Mexico, Oklahoma, or Texas). Exceptions for residence may be considered.

State Delegate Responsibilities:

- Represent the organization's values and objectives within their state, ensuring alignment with the broader goals of the Southwest Affiliate Membership Committee and AMCP.
- Monitor and communicate relevant legislative and policy developments affecting the profession at the state and regional levels, including periodic federal updates, and collaborate with appropriate committees to support advocacy efforts.
 - Educate Southwest Affiliate members on AMCP's Policy Positions.
 - Participate in and solicit engagement of Southwest Affiliate members in digital calls-to-action, such as email or social media campaigns, and consider attendance at periodic in-person advocacy events.
- Promote member engagement by encouraging participation in organizational and affiliate programs, educational opportunities, and professional initiatives.
- Assist the Membership Committee with planning, coordinating, and implementing local events, networking activities, outreach and marketing efforts, and other local and state-level engagements.
- Assist Membership Co-Chair with student based activities including preceptorships and student stipend applications.

- Foster relationships with local pharmacy schools and diplomats where available, institutions, and professional communities to strengthen awareness and support student and professional membership growth.
- Provide feedback to the Membership Committee regarding member needs, state-level interests, and opportunities for enhanced engagement or improvement.
- Support membership recruitment and retention efforts through state-focused communication, outreach, and representation.
- Participate in regular meetings, briefings, and collaborative discussions with the Membership Committee to ensure consistent alignment and reporting.
- Prioritizes and participates in monthly affiliate calls when able.
- Execute additional duties as assigned by the Membership Committee to support state-level operations and organizational initiatives.
- Time commitment: The State Delegate can expect to spend 2 hours per week on their tasks. Additional time will be necessary during major affiliate events.

Southwest Affiliate Board Application

This application will be used to evaluate candidates for office by the AMCP Southwest Leadership Development Committee. Please ensure your answers are succinct but complete. Please adhere to the maximum word counts if stated. The application you submit **will not be** revised in any manner; it will be reproduced for the slate exactly as submitted. Applications that do not meet the requirements (see "Application Materials Checklist") will not be accepted. Applications must be submitted electronically and received by **January 15th, 2026**.

For any questions, please contact, southwest@amcp.org.

Position for which you are seeking office: *(check one)*

- | | |
|--|--|
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> Arkansas State Delegate |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Arizona State Delegate |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Louisiana State Delegate |
| <input type="checkbox"/> Education Committee Co-Chair | <input type="checkbox"/> New Mexico State Delegate |
| <input type="checkbox"/> Membership Committee Co-Chair | <input type="checkbox"/> Oklahoma State Delegate |
| | <input type="checkbox"/> Texas State Delegate |

Name: _____
First Middle Last Credentials

Name as you would like it to appear on materials; include any designations (e.g., FAMCP, RPh, PharmD)

AMCP Membership Number: _____

(The candidate must be a current and active AMCP Member.)

Residing City and State: _____

Preferred Phone Number(s): _____

(The Leadership Development Committee will use this number to contact you about slating decisions.)

Preferred E-Mail: _____

Employer: _____

Employer Type:

<input type="checkbox"/> College/University	<input type="checkbox"/> Consulting firm
<input type="checkbox"/> Health Plan	<input type="checkbox"/> IDN <input type="checkbox"/> PBM
<input type="checkbox"/> Pharmaceutical Industry	<input type="checkbox"/> Other (write-in): _____

DEMOGRAPHIC CATEGORIES

AMCP Southwest is committed to representing all its members, and one of AMCP's priorities is our commitment to diversity, equity, and inclusion. To fulfill the mission of getting patients the medications and therapies they need at a cost they can afford, it is imperative that AMCP's membership, staff, and leadership reflect the rich landscape of our populations. As a part of our commitment to diversity, we are asking candidates to share demographic data in support of their application. All demographic data will be kept confidential and only shared with the Leadership Development Committee.

What is your age?

- ☐ 18-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐ 60-69 ☐ 70 and over

To which gender identity do you most identify?

- ☐ Female ☐ Genderfluid ☐ Male ☐ Nonbinary
- ☐ Other _____ ☐ Prefer not to answer

What race/ethnicity do you most identify with?

- ☐ American Indian ☐ Asian ☐ Black or African American
- ☐ Hispanic or Latino ☐ Middle Eastern/North African ☐ Pacific Islander
- ☐ Two or more races ☐ White or Caucasian ☐ Other _____
- ☐ Prefer not to answer

STATEMENTS

These statements should summarize your experience and expertise that supports your application for the AMCP Southwest Board. Submit an individual statement for each item listed below.

- **Biographical Statement:** *biographical statement should be 150 words or less.*
- **Professional Reference(s):** *name, email address, preferred phone number*
- **Candidate Statements (3 total):** *response to each candidate statement should be 300 words or less*
 1. *Vision for AMCP Southwest Affiliate*
 2. *Accomplishments in Leadership and Volunteering Positions*

3. *Share why you are interested in this position*

- **Resume or Curriculum Vitae:** *please include a current resume/CV as part of the submission.*

Affiliate Candidate Application Checklist

- ✓ Completed application
- ✓ Current CV or resume
- ✓ Professional reference and contact information of a AMCP Southwest or AMCP leader with whom the candidate has worked on projects or from another professional reference.
 - Note: Current Leadership Development Committee members are prohibited from providing references.

All information must be submitted to southwest@amcp.org by **January 15th, 2026**.

By signing below, I attest that:

I have read, understand, and am committed 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: _____

Date: _____