

Northeast AMCP Board Application Packet

Northeast AMCP is seeking candidates to serve on the Board of Directors 2025 – 2026. We welcome applications for the following positions:

- President-Elect (1)
- Secretary (1)
- Treasurer (1)
- Education Chair-Elect (1)
- Fundraising Chair-Elect (2)
- Marketing Co-Chairs (2)
- Student Affairs Liaison (1)
- Director (2)

For any questions or if assistance is needed, please contact northeast@amcp.org.

Candidate application must be received online by **January 15th, 2025**.

Key Dates for the Nominations Cycle

December	Call for applications opens
January	Applications due
January	Leadership Development Committee finalizes slate or ballot
February	The committee finalizes selection and notifies applicants
February	Suggested slate presented to Affiliate Board
March	AMCP announces selected/winning candidates and incoming officers
End of March or April	Installation of Officers at AMCP Annual Meeting

Northeast AMCP (NE AMCP) Slated Board Positions 2025-2026

President-Elect (1)

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. At times, the President-Elect will need to work with the President to help them understand concerns and alternative points of view within the affiliate and assist with tasks as needed for the President.

- Term: 1 year (2 additional years for President and past president)
 - This position is part of the Affiliate Presidency and is three years total in the positions of President-Elect, President, and Past-President.
- Time commitment: The President-Elect can expect to spend 2-5 hours per week on their tasks. Additional time may be necessary during major affiliate events including days of education, social events, conferences, and others.
- Additional qualifications for this position:
 - Prior board experience preferred.
 - Must be willing to serve all positions that are part of the Affiliate Presidency path.
 - Strong interpersonal skills
 - Ability to coordinate and prioritize various teams/individuals.

Secretary (1)

The Secretary records the minutes of all meetings and adds the minutes to the Affiliate AMCP Collaborate page/library. The Secretary is responsible for all Affiliate correspondence, including compiling and sending the bi-weekly email blast content and website updates to AMCP. They work with the President to create the agenda for board meetings and the slide deck for AMCP Nexus and AMCP Annual. They are responsible for maintaining the Affiliate email account. They may work with committees to create a NE AMCP newsletter one to two times a year.

- Term: 2 years
- Time commitment: The Secretary can expect to spend 1-2 hours per week on their tasks. Additional time may be necessary during major affiliate events.
- Additional qualifications for this position: Effective interpersonal and communication skills

Treasurer (1)

The Treasurer is responsible for tracking the affiliate's finances and works closely with AMCP National to ensure the financial solvency of the affiliate. They work to ensure all check requests and reimbursements are approved and sent to AMCP in a timely manner. The Treasurer works with other board members to plan events, ensuring they are within budget.

- Term: 2 years
- Time commitment: The Treasurer can expect to spend 1-2 hours per week on tasks. Additional time may be necessary during major affiliate events.
- Additional qualifications for this position: Financial proficiency

Education Chair-Elect (1)

The Education Chair assesses the current and future educational needs of the Affiliate members and works to identify and recommend strategies, innovations, and opportunities for quality educational programs. 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 and general meeting logistics.

- Term: 1 year (2 additional years for Education Chair and Past Education Chair)
 - This position is three years total in the positions of Education Chair-Elect, Education Chair, and Past-Education Chair.
- Time commitment: Each Chair can expect to spend 1-4 hours per week on tasks. Additional time may be necessary during major affiliate events.

Fundraising Chair-Elect (2)

This Fundraising Chair is responsible for soliciting financial sponsorship for educational programs developed and managed through the affiliate. Additionally, this committee is responsible for building and maintaining relationships with representatives from manufacturers and other entities to encourage support with affiliate activities. This Chairs will oversee communication with vendors, sponsors, and other affiliate partners.

- Term: 1-3 years
 - This position is three years total in the positions of Fundraising Chair-Elect, Fundraising Chair, and Past-Fundraising Chair.
- Time commitment: Each Co-Chair can expect to spend 1-4 hours per week on tasks. Additional time may be necessary during major affiliate events.

Marketing Co-Chairs (2)

The Marketing Co-Chairs are responsible for creating marketing materials for chapter events and promoting the NE AMCP chapter on social media platforms. The Marketing Co-Chairs manage the NE AMCP LinkedIn group page as well as corporate email blasts. They are also responsible for assisting with networking events throughout the NE region.

- Term: 2 years
 - Co-chairs should have terms expiring in different years.
- Time commitment: Each Co-chair can expect to spend 1-4 hours per week on tasks. Additional time may be necessary during major affiliate events.

Student Affairs Liaison (1)

The Student Affairs Liaisons will work closely with local schools of pharmacy and AMCP Diplomats to help expose student pharmacists to career opportunities in managed care pharmacy and be a local AMCP resource. The Student Affairs Liaisons 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.

- Term: 2 years
- Time commitment: Chair can expect to spend 1 hour per week on tasks. Additional time may be necessary during the start of the school year.

Director (2)

Directors may work on assorted committees or coordinate specific affiliate activities as agreed upon by the board. This role will support several committees and have an opportunity to learn about various roles.

- Term: 2 years
- Time commitment: The Director can expect to spend 1 hour per week on tasks. Additional time may be necessary during major affiliate events.

Northeast Affiliate Board Application

This application will be used to evaluate candidates for office by the Northeast AMCP Leadership Development Committee. Please be sure your answers are succinct but complete. Pay attention to 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 **Wed., January 15, 2025.**

If you have any questions, please [contact Tracey Davis \(past president\)](mailto:traceyddavis98@gmail.com) traceyddavis98@gmail.com.

Position for which you are seeking office (you may select more than one):

- President-elect** **Secretary** **Treasurer**
 Education **Fundraising** **Student Affairs**
 Marketing **At-large Director**

Name: _____
First Middle Last Credentials

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

AMCP Membership Number: _____ (Candidate must be a current AMCP Active Member)

Preferred Address: _____

Preferred Phone Number(s): _____

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

Preferred E-Mail: _____

Employer _____

Employer Type: College/University Consulting firm
 Health Plan IDN PBM
 Pharmaceutical Industry Other (write-in): _____

DEMOGRAPHIC CATEGORIES

Northeast AMCP is committed to representing all its members, and one of our 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 Non-binary
 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 Northeast AMCP Board. Submit an individual statement for each item listed below.

- **Biographical Statement:** *your biographical statement should be 150 words or less.*
- **Candidate Statements:** *your response to each candidate statement should be 300 words or less.*
 - *Vision for AMCP Affiliate*
 - *Accomplishments in Leadership and Volunteering Positions*
 - *Share why you are interested in this position*

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: _____

Candidate Reference Letter Instructions

Share the following information with the individual who will draft your reference letter.

For the Candidate’s Reference, please include the following:

1. List the candidate’s name
2. Explain your professional relationship with the candidate
3. Explain how long you have known the candidate and in what capacity e.g., served on an AMCP Committee, worked together at X-organization for ten years.

4. Provide specific examples of this candidate's experience that you feel qualifies them to serve on the AMCP Board
5. Please include your name, title, email, and phone number on the reference letter; references may be contacted to clarify information.
6. Submit the candidate reference letter to northeast@amcp.org by Wed., Jan 15th at 5:30 pm ET

Reference letters should be 750 words or less.