



## Association of Multicultural Members of Partners 2016 Nomination Packet

Thank you for your interest in becoming an AMMP Board Member. Participating on the AMMP Board offers the opportunity for you to:

- Gain Invaluable Leadership Experience
- Raise Your Professional Profile Within MGH
- Provide Input into and Create AMMP Programming

### Next Steps/Checklist

- ✓ Review the Nomination Criteria Sheet and FAQ's
- ✓ Complete the Nomination Application: Prepare bio information and your summary explaining why you are interested in running for an AMMP Chair seat
- ✓ Review the Nomination Requirements checklist found on your application to ensure that all of the requested materials have been completed before submitting
- ✓ Sign and submit your application along with requested materials
- ✓ We will contact you regarding the next steps in the process

## AMMP Board Nomination Criteria

Participating as part of the leadership arm of the Association of Multicultural Members of Partners is an important responsibility that goes beyond the prestige that comes with being a Board member of MGH's oldest and most prominent employee resource group.

AMMP Board members are committed to the vision and mission of AMMP\* and are willing to give of their time to continue to move forward the AMMP mission.

The role of an AMMP Board member is a serious commitment of your time and resources. Before deciding to run for an AMMP Chair seat, please take the following criteria into consideration:

### \*\*\*Important Nomination Eligibility/Criteria\*\*\*

#### Nominees must:

- Be employed with MGH for a minimum of one year
- Be a registered AMMP member for at least one year
- Be an employee in good standing. (No verbal or written warnings)
- Provide permission for the AMMP Nomination Chair and/or AMMP Chair to check references with your current supervisor and to confirm the supervisor's support.
  - Your supervisor must approve of your participation by signing your nomination form before your nomination can be accepted for consideration. We strongly recommend that you speak with your supervisor prior to submitting your nomination form.
- Have the flexibility to attend monthly AMMP Board meetings and AMMP General Body meetings

### The Qualities of a Successful Board Member

- Works well with and is respectful of others; including a respect for differing opinions.
- Is willing to share ideas, take the lead on projects and assist in all areas as needed.
- Has the ability to follow through on tasks and projects independently.
- Has strong written and verbal communication skills.
- Is willing and interested in creating programming and/or presenting to AMMP membership as needed.
- Is available to attend both the monthly AMMP Board and General Body meetings throughout the year.
- Has an interest in growing and developing their leadership skills.

**\*AMMP Mission:** AMMP is committed to the advancement, retention, recruitment, and development of multicultural professionals into leadership roles at all levels and areas of the Partners organization.



Which AMMP Board Chair seat are you interested in:

- Membership Chair
- Public Relations Chair
- Treasurer Chair

Supervisor Name and Signature:

**Confirmation of good standing and supervisor support:** In order to verify that you are an employee in good standing and that your supervisor supports your participation on the AMMP Board should you become a Board Member, please have your immediate supervisor sign below.

_____	_____
Direct Supervisor's Signature	Date
_____	_____
Supervisor's name (printed)	MGH phone number

Do you give us permission to call your supervisor for a character reference? Yes: \_\_\_\_ No: \_\_\_\_

Your supervisor reference, summary and interview will give you an opportunity to present yourself to the nomination committee in a way that an application form does not. Please note that your summary will be shared with AMMP members as part of the election process.

**By signing below, you confirm that you have read and understand the nomination criteria and nomination requirements:**

_____	_____
Applicant's Signature	Date

**FORWARD** your completed application and personal summary by **May 20<sup>th</sup>, 2016** to:

Farhiya Mohamoud  
AMMP Nomination Chair  
Jackson 10 Room 1028  
Boston, MA 02114

If you have questions about the nomination application process, please contact [Farhiya Mohamoud](mailto:Farhiya Mohamoud) at [FMOHAMOUD@PARTNERS.ORG](mailto:FMOHAMOUD@PARTNERS.ORG)

Thank you for your interest and running for an AMMP Board seat. We will be in touch regarding the next steps in the nomination process.

## FAQ's: AMMP Nomination & Election Process

### 1. Why do I need to complete a formal vetting process before I can run for election?

Although serving on the AMMP Board Chair is a volunteer effort, AMMP Board service is considered a leadership position.

In order to ensure that interested members are committed to being on the board and that they understand and are up to the challenge of the demands of being on an active board, AMMP has a nomination vetting process. The process includes an application, expression of interest summary and a confirmation from your supervisor that you are in good standing and that you have the follow through, initiative and time that you will need to be an active and effective board member.

### 2. What is the time commitment of board members?

The commitment is roughly 2 – 6 hours per month depending on your role on the board and the activities and programs that we are working on.

### 3. What happens after I submit my nomination packet to the Nomination Chair?

Completed packets will be reviewed by the Nomination Chair. If all of the required information is in order, the Chair will contact you directly regarding next steps. You will also be contacted if you do not meet the initial criteria for any reason.

### 4. What happens if my packet is not complete because I don't have my supervisor's signature?

Packets that are submitted incomplete for any reason cannot be considered.

### 5. How does the election process work?

Most of our board seats are filled as part of an election process. AMMP members who are interested in running for a seat on the board and who have completed the preliminary nomination vetting process will present their interest in running for a chair seat before AMMP members at the General Body meeting. All AMMP members present at the General Body meeting will be given a ballot and asked to choose who they feel should be on the board. AMMP members are asked to take into consideration the nominee's summary and expressed interest in the position when voting.

### 6. Do I have to be present to vote during the election?

Yes

### 7. Why aren't all of the board seats up for re-election?

AMMP has two types of board members: Appointed and elected. Those members who are elected to the board have the opportunity to run every two years for a total of 4 years. Appointed board members are chosen by the AMMP Chair with input as appropriate from our executive sponsor, Jeff Davis, V.P. of HR and the AMMP Vice Chair.

**8. I don't meet the criteria to run for a Chair seat right now. Will I have an opportunity to run again?**  
**Yes you will. Regular elections are held every two years in the month of June.**

## **Position Description Open AMMP Chair Seats**

- ✓ **Membership Chair**
- ✓ **Public Relations Chair**
- ✓ **Treasurer Chair**

### **AMMP MEMBERSHIP CHAIR RESPONSIBILITIES**

Manages the entire membership process which includes:

- Responding promptly to requests for membership information via AMMP mailbox or Partners email account. Requests include:
  - Membership application requests
  - Questions regarding AMMP and/or the benefits of AMMP membership.
- Ensures that the AMMP sign in sheet is distributed to all attending members and guests at the monthly AMMP general body meetings. Collects the list at the end of the meeting and records data for tracking purposes.
- Ensures that anyone who expresses interest in joining AMMP via the sign in sheet is sent a link to the membership application.
- Works with Public Relations Chairperson on developing ideas for increasing membership. Informs members of upcoming institutional events, workshops, and interests.
- Designs, updates and distributes committee welcoming package to new members.
- Works with HR to obtain membership data, (demographic data as appropriate).
- Provides monthly reports to the AMMP Board, (and general body when appropriate) on membership data.
- Presents membership criteria to committee for approval and updates membership application as needed.
- Responsible for the coordination of new member activities including mentoring/orientation programs, etc.
- Actively participates at Executive Board and General Body meetings.
- Keeps the Chair/Vice Chair updated on membership data.
- Actively contributes to, or takes the lead in the creation and execution of AMMP general body meeting topics/events as needed.
- Works collaboratively with other members of the Board including sharing responsibility for other Board Chair duties as needed.

- Keeps Treasurer, Chair and Vice Chair up-to-date on any expenses that may have an impact on the AMMP budget prior to moving forward with the expense.

### **AMMP PUBLIC RELATIONS CHAIR RESPONSIBILITIES**

- AMMP Weekly Email blasts: Collects pertinent information for email blasts. Sends email to membership on a weekly basis or as needed.
- Sends out all announcements via email including General Body meeting and event announcements.
- Designs and/or consults with others to design/develop materials for distribution such as brochures, written articles, information, flyers etc. to Partners' employees and organizations.
- Creates and distributes high quality marketing emails to AMMP membership in a timely manner.
- Shares responsibility for AMMP website maintenance in partnership with second Board member.
- Responsible for or delegate's responsibility to members to set-up informational tables at scheduled events. This may involve collaboration with other committees or Partners' departments.
- Coordinates, tracks, and records AMMP's involvement in hospital events and outside activities.
- Actively participates at Executive Board and General Body meetings.
- Actively contributes to, or takes the lead in the creation and execution of AMMP general body meeting topics/events as needed.
- Works collaboratively with other members of the Board including sharing responsibility for other Board Chair duties as needed.
- Keeps Treasurer, Chair and Vice Chair up-to-date on any expenses that may have an impact on the AMMP budget prior to moving forward with the expense.
- Promotes a positive image of AMMP.
- Develops ideas on how to promote a positive image.

### **AMMP TREASURER RESPONSIBILITIES**

- Works closely with the AMMP Executive Board to establish the annual budget.
- Submits proposed budget to Executive Board for presentation, acceptance and approval.
- Monitors budget.

- Submits expenses to general accounting and follows through on payment/reimbursement.
- Keeps an accurate, descriptive and accounting record of all of AMMP's financial transactions.
- Gives quarterly written reports to Executive Board and periodic reports to members as outlined in by-laws section 4.1 item B.
- Actively participates at Executive Board and General Body meetings.
- Actively contributes to, or takes the lead in the creation and execution of AMMP general body meeting topics/events as needed.
- Works collaboratively with other members of the Board.
- Actively participates at Executive Board and General Body meetings.
- Actively contributes to, or takes the lead in the creation and execution of AMMP general body meeting topics/events as needed.
- Works collaboratively with other members of the Board including sharing responsibility for other Board Chair duties as needed.
- Meets quarterly with the Chair and Vice Chair to review expenses to date.
- Promotes a positive image of AMMP.
- Develops ideas on how to promote a positive image.