

## **POSITION DESCRIPTION:**

### **YOUNG PROFESSIONALS ADVISORY COUNCIL (YPAC) CHAIR**

#### **YPAC Purpose**

To connect, engage and represent young professionals and students in the health care supply chain profession, and advise AHRMM on programs and policies as they relate to early careerists.

#### **Position**

The YPAC supports the work of AHRMM specifically as it relates to engaging young professionals in the organization and advising AHRMM on ways to appeal to and meet the unique needs of this member segment. YPAC functions in two capacities – as an advisory group and as a committee. The YPAC Chair provides direction and leadership to YPAC members, works closely with AHRMM staff and the board liaison to carry out the group’s stated priorities, plans and facilitates YPAC meetings, and represents YPAC at local and national events as needed. Specific responsibilities include:

#### **General Responsibilities**

- Direct short and long term planning of the YPAC.
- Lead and organize monthly YPAC meetings (dictate agenda, background materials, etc.), including aiding the group in adhering to the agenda, managing meeting time and flow and ensuring professional interaction between all participants and presenters with support of the AHRMM staff liaison.
- Select new council members, assisting with candidate screening and providing recommendations on finalists.
- Consult with AHRMM staff liaison for input on YPAC administrative matters.
- Participate in an ongoing dialog with the staff and board liaisons on how to best work together.
- Provide leadership to general members of the YPAC.
- Ensure all members are engaged and productive members of the committee.
- Follow up with any council member who may experience issues with participation, attendance or conduct.
- Advocate for YPAC priorities, represent YPAC at AHRMM functions.

#### **Qualifications and Attributes**

- Current AHRMM member.
- 21 – 35 years of age.
- Significant leadership experience.
- Results-oriented individual.
- Demonstrates exemplar behavior and sets high expectations of YPAC members.
- Understands and has a passion for the work of YPAC.
- Preferred – Bachelor’s degree or higher and three years’ experience working in supply chain or health care, OR a high school diploma and seven years’ experience working in supply chain or health care.

## **Council Terms/Participation**

The YPAC Chair is elected by the YPAC from within its ranks; candidates for Chair must be current YPAC members. The Chair serves a one-year term, after which he/she will remain on the YPAC for one year as Past Chair. Council meetings are held via conference call monthly; additional meetings/council work may be required for YPAC projects and initiatives on an ongoing basis.

Service on YPAC is without remuneration (reimbursement will be issued for AHRMM pre-approved activities).