

POSITION DESCRIPTION:

YOUNG PROFESSIONALS ADVISORY COUNCIL (YPAC) VICE 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 Vice Chair supports the Chair in providing direction and leadership to YPAC members, works closely with AHRMM staff and the board liaison to carry out the group's stated priorities, and coordinates/oversees the work of YPAC subcommittees toward that end. The Vice Chair facilitates YPAC meetings in the Chair's absence, and acts as interim Chair should the Chair resign or need to step away from his/her duties for a limited time period*. The Vice Chair may also be called upon to represent YPAC at local and national events as needed. Specific responsibilities include:

General Responsibilities (In addition to the responsibilities of a general YPAC member)

- Assist in directing short and long term planning of the YPAC.
- Coordinate and oversee the work of YPAC subcommittees.
- Run monthly YPAC meetings when the Chair is unavailable.
- Act as Interim Chair if the Chair resigns mid-term or requests a leave of absence*.
- Select new council members, assisting with candidate screening and providing recommendations on finalists.
- Provide leadership to general members of the YPAC.
- Ensure all members are engaged and productive members of subcommittees, as needed.
- Advocate for YPAC priorities, represent YPAC at AHRMM functions, as needed.
- **The Vice Chair will assume the Interim Chair role/extra duties for no more than two months, by which time the Chair will resume his/her duties or (in the case of resignation) the YPAC will elect a new Chair from within its ranks.*

Qualifications and Attributes

- Current AHRMM member.
- 21 – 35 years of age.

- Experience leading groups or initiatives.
- Results-oriented individual.
- 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 Vice Chair is elected by the YPAC from within its ranks; candidates for Vice Chair must be current YPAC members. The Vice Chair serves a one-year term; renewable for an additional term based on YPAC vote. YPAC 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).