



AMG Committees 2015-2016

Interested in volunteering for a committee?

Email amgbuin@gmail.com

Put the committees you want to be a part of in the subject line.

Questions? Add them to the email and the Committee (Co) Chair will get back to you.

Thanks for your interest in AMG!

AMG Book Club

The AMG Book Club presents new book for discussion each quarter. The discussions are facilitated by a senior administrator, manager, or faculty member here at UCLA. The facilitator chooses the book which they feel will benefit UCLA staff. The books generally are chosen because they promote management skills and philosophies valuable to UCLA professionals.

Co-Chair's: Jill Quezada and Nancy Velasquez

Meetings: The Committee meets once a year, we e-mail, telephone call and follow-up on proposed events throughout the year.

Workload: Everyone on the committee has taken the lead to secure at least one facilitator for the book club.

Committee: The committee is currently made up of; Karen Gracey, Joahna Gutlay, Kathryn Paul, Julia Sanchez, & Michelle Lambarena.

Background: The AMG Book Club began as a result of interviews AMG Board Members conducted with Senior Administrators at UCLA who either did something similar with their staff already or thought it was a good idea.

Events: We began the book club with the UCLA Common book followed by several very well received choices:

1. UCLA Common Book - The Immortal Life of Henrietta Lacks facilitated by Librarian Lisa Snyder
2. UCLA Common Book – The Other Wes Moore facilitated by Librarian Lisa Snyder
3. Discipline without Punishment facilitated by Director of Staff Human Resources – College of L&S, Debra Dralle
4. That Used to be Us facilitated by Assistant Vice Chancellor – Government and Community Relations, Keith Parker

Last year in our second year momentum built and the book club seems to have really taken off. Our books and facilitators were:

1. Manager Redefined facilitated by Director of Training and Development, Robert Gibson and Management Development Professional, Rejeana Mathis
2. UCLA Common Book – Pedro and Me facilitated by Librarian Lisa Snyder
3. The Minding Organization facilitated by the author and UCLA Professor Iris Firstenberg
4. Lean In facilitated by Chief Information Officer, Anderson School of Management - Jackie Reynolds

We are currently working on the following books:

1. UCLA Common Book – Bad Feminist Essays by Roxane Gay facilitated by Librarian TBD
2. Book by UCLA Author TBD facilitated by TBD
3. TBD facilitated by UCLA Senior Administrator TBD
4. TBD facilitated by TBD

Excellence Awards Committee

This committee is charged with the planning and administration of the Excellence Awards, consisting of: 1) EXCEL Leadership Award; 2) Distinguished Career Award; and 3) Rising Star Award. This committee is open to all members of AMG. Specific tasks include review of the award criteria, development of nomination materials, communication efforts regarding the award, and hosting of the annual Excellence Awards Celebration. The winners of the awards will be recommended to CHR by a panel of AMG board members.

Chair: Lariza Johnson (Chair-Elect) and Lori Okimoto-Wheatley (Communications Liaison)

Meetings: The Excellence Awards Committee will meet on an approximate monthly basis from October to June. Committee members should also plan to attend the Excellence Award event which will be scheduled in Spring/Summer 2016.

Workload:

Some of the opportunities to get involved include:

- Writing/editing communication
- Project planning
- Event planning
- Contributing to an award/ event that has a campus wide impact and is important to senior leadership

Workload will be around 1-2 hours per month (in addition to the monthly meeting). Additionally, board members that are on the selection panel will likely spend 10+ hours reading and scoring applications.

Strategic Communications Committee

The Strategic Communications Committee assists with generating and managing content in support of AMG's mission and objectives for all AMG communication platforms (including *The Memo*, AMG's campus newsletter; UCLA ProShare; and AMG's LinkedIn community).

Chair: Lori Okimoto-Wheatley (AMG Communication Liaison)

Meetings: Once a month

Workload: The workload/time commitment varies depending on how much time and effort each member wants to devote.

Our main focus will be to develop a continuing newsletter. Other activities include increasing participation in UCLA ProShare on LinkedIn, and managing the AMG listserv. Those who are more ambitious can help coordinate and/or write articles reporting on our events, generate activity in UCLA ProShare, or organize our article archives. Anyone with expertise is especially welcome!

Events Committee

The Events Committee assists with the planning and hosting of events which support the mission and objectives of AMG.

Chair: Mojgan Eshraghi (AMG Events Coordinator)

Meetings: The Committee meets formally once a year, we e-mail, call and follow-up on proposed events throughout the year.

Workload: Type of involvement activities include:

- Help with tasks before the event (printing labels, preparing flyers, etc.)
- Help with tasks during the event (check-in, setup, handout flyers, etc.)

The Events committee supports events sponsored by AMG board members and may occasionally propose our own events. We are looking for event ambassadors who are energetic, detail oriented, organized and creative. You will gain access to a network of UCLA professionals around campus and be informed of the inner workings of the University.

Marketing and Brand Awareness Committee

Interested in marketing, communications and outreach? Do you want to expand your portfolio while working with a cross-campus team?

The Marketing and Brand Awareness Committee is charged with developing and promoting the AMG brand. This committee brainstorms, develops and executes strategies to increase membership and participation at AMG events. We need volunteers to help with the development of our marketing plan and to help develop ideas for speakers and events that will aid UCLA managers and aspiring managers in their professional development. This committee is responsible for reviewing all AMG materials and communications.

Chair: Paris McDonald (Special Projects Coordinator), **Co-Chair:** Donna Robinson (Member-at-Large)

Meetings: Once monthly

Workload: The workload/time commitment varies depending on how much time and effort each member is willing to devote.