



# Administrative Management Group

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## CALL FOR 2022-23 AMG BOARD NOMINATIONS

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### ARE YOU INTERESTED IN BECOMING MORE ACTIVE IN AMG?

Board membership offers opportunities for networking and professional development, and board members frequently communicate with senior leadership on campus. You will have the opportunity to focus on your own career trajectory and get more involved with UCLA at the same time!

#### **2022-23 Open Positions**

- Vice Chair/Chair-Elect
- Special Projects Coordinator
- Events Coordinator
- Secretary-Historian
- Communications Liaison
- Member-at-Large (2)

“AMG is a transformative organization. It’s like a professional development candy store – you can choose what interests you and participate in a variety of means, from our learn at lunch series, to our professional profiles, to the annual leadership conference, to the ProShare networking program, to the Excel awards program. It has aided my development both as a leader and as a person.” – **Patty Gonzalez Johnson, AMG Vice-Chair/Chair Elect**

Members selected for the positions above will take office in July, serve two-year terms, and represent voting members of the Board. The minimum time commitment required is one 90-minute board meeting per month. Committee work and event involvement may require additional time but are flexible.

#### **Description of Duties for Open Board Positions**

“AMG is a wonderful organization, providing a wealth of growth opportunities. Being part of this organization has allowed me to help ‘give back’ to the University in a professional capacity. AMG provides professional resources, mentoring, networking, and development opportunities, helping to learn how to become a manager or become a better manager. Through the seminars, networking programs, and annual conference, AMG offers unique opportunities to help staff reach their potential. Simply put, the AMG is aspirational.” – **Mark Lucas, Current AMG Chair**

**Vice Chair/Chair-Elect** – Perform the duties and exercise the powers of the Chair in his/her absence; along with the Chair, attend regular meetings with the Vice Chancellor of Campus Human Resources; serve as one of two representatives to the UC AMP Steering Committee; head a committee (or delegate to another member) that administers the annual Excellence in Leadership Award (EXCEL award), which includes sending out a call for nominations, receiving nominations, overseeing the review and selection process, and making the final recommendation(s) to the Associate Vice Chancellor of Campus Human Resources (Lubbe Levin); serves as a non-voting ex-officio member

of all committees but is a voting member of the Board.

**Special Projects Coordinator** – Attend Board meetings; coordinate programs and activities for AMG members and the larger UC, including programs co-sponsored with other campus groups; work with fellow Board members to develop initiatives; advise and oversee the work of all Ad Hoc Committees formed to

complete short-term projects and report on the progress of these projects to the Board; collaborate with the Communications Liaison on program marketing materials and messaging.

**Events Coordinator** – Provide leadership in the coordination of professional development events and workshops, including events co-sponsored with other campus groups (e.g. Staff Assembly); maintain and accurate calendar of all AMG events; work with the Treasurer on event-related funds management; work with the Communications Liaison on event marketing materials and messaging; create and manage an online registration process for each AMG event and communicate registration information to event hosts and the Board as appropriate; administer post-event surveys and report the results to the Board.

**Secretary-Historian** – Attend Board meetings; take notes of all Board meetings and general proceedings and distribute accordingly; serve as the AMG Historian, maintaining an electronic archive of meeting notes, events, programs, newsletters, and other pertinent AMG programmatic documents submitted by Board members; this also includes maintaining a record of Board member tenures, AMG bylaws, Board member job descriptions, and UC AMP (Administrative Management Professionals) information; perform other duties as may be required by the Board.

**Communications Liaison** – Attend Board meetings, act as the liaison regarding content updates to the AMG website; maintain the AMG listserv; send all mass email communications to the membership; provide leadership and devise innovative methods for increasing membership and improving the visibility of the organization - this may include developing plans for outreach and organizational marketing, producing the AMG newsletter, identifying opportunities for outreach, and providing marketing support for event and program promotion.

**Member-at-Large** – Conduct projects and duties assigned by the Chair and/or Committee Chairs; serve on at least one standing committee and assist with putting on at least one event.

### Nomination Process & Timeline

*Self-nominations should be sent to [amgb Bruin@ucla.edu](mailto:amgb Bruin@ucla.edu) by Friday, May 27 (5 pm) with the following:*

- Name, position at UCLA, department, and Board position(s) of interest. If applying for more than one position, please indicate order of preference.
- 250-500-word statement regarding why you are a good fit for the position(s) for which you are running
- A current resume (must be included)

*The voting timeline is as follows:*

- **May 11** – Call for self-nominations
- **May 20** – AMG Board Learn-at-Lunch
- **May 11-27** – Self-nomination period
- **May 27 at 5 pm** – Nominations close
- **May 31-June 6** – Elections Open
- **June 13** – Election Results

### Other Appointment & Election Details

The **Special Projects Coordinator**, **Events Coordinator**, **Secretary-Historian**, **Communications Liaison**, and **Members-at-Large** positions will be filled by an election process. Candidates may nominate themselves. Prior to being included on the ballot, candidates must be approved by a majority of the Board. The full AMG membership will be eligible to vote for all elected positions (other than the Vice-Chair position).

The **Vice Chair** position will be appointed by the Board.

**GOOD LUCK!**