



# Administrative Management Group

## CALL FOR 2025-27 AMG BOARD NOMINATIONS

### 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!

#### 2025-27 Open Positions

- Vice Chair/Chair-Elect
- Treasurer
- IT 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, Former 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.

**Treasurer** – In accordance with all relevant campus account policies, maintain accurate electronic and/or paper records pertaining to receipt and disbursement of funds and report the status of the accounts at each regular meeting of the Board; make recommendations concerning the budget to the Board; serve

as a liaison to the University sponsor's financial officer; co-sign with the Chair, or his/her designee, all orders for disbursement of funds as directed by the Board.

**IT Coordinator** – Attend Board meetings; work with the Communications Liaison, other AMG officers, and AMG's assigned contacts in Campus Human Resources (CHR) and AIS on how best to utilize the website to its full capacity. Knowledge of WordPress. Includes making assessments and recommendations, and implementing enhancements to the website that will further AMG's mission (e.g., developing a multimedia presence on the website, establishing and maintaining a Facebook presence, and facilitating online communications among members via LinkedIn). The IT Coordinator shall be a voting member of 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 [amgbuin@ucla.edu](mailto:amgbuin@ucla.edu) by Friday, May 29 (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 16** – Call for self-nominations
- **May 19-29** – Self-nomination period
- **May 29 at 5 pm** – Nominations close
- **June 2-June 6** – Elections Open
- **June 10** – Election Results

### Other Appointment & Election Details

The **Treasurer, IT 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!**