

AHMP AT-LARGE DIRECTORS

2025 Candidate Information Form

*Please fill out form completely. Attach additional pages if necessary.
Attach a head shot photo and short bio for the ballot.*

Statement of Interest (*Provide a paragraph stating why you are interested in an AHMP leadership role, and what results you believe your participation will bring about*)

1. CANDIDATE INFORMATION (*Please include a recent photo and professional resume or CV*)

Name: _____

Title: _____

Company/Organization: _____

Certification(s): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone Number: _____ Work Cell Home

Preferred Email Address: _____

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#### 2. Volunteer Activities

How long have you been a member of AHMP? \_\_\_\_\_ Years

Are you also a member of one or more AHMP-affiliated chapter(s) or sections?

\_\_\_ Yes \_\_\_ No

If yes, name(s) of chapter(s): \_\_\_\_\_

What leadership or management positions have you held in AHMP, an AHMP-affiliated chapter, other professional association(s) or corporate or non-profit organization(s)? Please describe the organization, position and responsibilities, and years served.

- 3. DIVERSITY AND INCLUSION:** AHMP is governed by a diverse Board of Directors in terms of race, ethnicity, age, gender, religion, sexual orientation, and disability. We seek out candidates who also bring a diversity of geographic location; education; and professional, business, and management expertise who will work to advance our mission and vision through the power of collaboration.

Please indicate how you would enrich the diversity of the board.

- 4. COMMITMENT:** The AHMP Board of Directors is an active working Board. Service requires a commitment of time and energy. Board meetings generally are held at least four (4) times each year. Meetings are a combination of face-to-face and video/teleconference meetings, with tasks and assignments completed between meetings.

Please provide a statement demonstrating your commitment to actively participate in all meetings and other events involving Board members to the best of your ability. ***You are encouraged to reach out to any current Board member to understand the commitment expected and to address any questions you may have regarding Board expectations or responsibilities.***

Please provide a letter or other form of acknowledgment from your employer demonstrating support for your commitment to AHMP (not applicable if you are self-employed).

**5. CORE COMPETENCIES:**

AHMP has identified a number of core competencies needed to enhance the capabilities of the Board. Candidates are not expected to exhibit all competencies. Please provide examples of how your knowledge, skills and abilities in the following core competencies will support AHMP goals and objectives.

- a. Leadership Development:** Experience with executive-level professional development, leadership training and coaching to grow the leadership skills of the Board, AHMP committee members, and future organizational leaders.
- b. Organizational Change Management and Strategic Planning:** Ability to translate strategic plans into tactical actions to accomplish long range goals including visioning, overcoming resistance to change, achieving stakeholder buy-in and communicating results.

- c. **Effective Networking:** Ability to establish and leverage valuable networks and contacts across multiple organizations, lines of business, and industries to solicit new individual members; attain corporate sponsorships and memberships; market events, products, and services; and elevate awareness of the AHMP brand, available resources, and subject matter expertise.
- d. **Knowledge of the Industry:** Possess a diverse breadth of experience within the hazardous materials management profession.
- e. **Other:** Describe any other competencies you possess that you feel will enhance the ability of the Board and organization to meet its challenges and achieve its goals.
6. **INNOVATION:** Give an example of a time you were faced with a difficult challenge requiring you to find an innovative solution. Describe the situation, your method for selecting the innovative approach, the implementation process, the results, and lessons learned. Examples related to the management of non-profits, fundraising, professional organizations, professional development, and/or mentoring are preferred, but not required.
7. **ADDITIONAL INFORMATION:** Provide any additional information that you would like the Leadership Committee to consider in its evaluation of your candidacy.
8. **REFERENCES:** Provide the names, professional relationships, telephone numbers, and email addresses of at least three (3) references familiar with your professional and volunteer/association support activities. If you responded to Question 1 indicating you have held a leadership role in AHMP, an AHMP Chapter, or other professional association/organization, include at least one reference who is/was a leader in the same organization and is familiar with your role and involvement.

By signing this form, I agree to abide by AHMP's conflict of interest policy and confidentiality policy. I also understand that I am expected to support AHMP with my time, my commitment, and financially, within my capacity to do so.

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**Applicant Signature**

**Date**

Attachments:    Headshot Photo    Short Biography    Professional Resume

## JOB DESCRIPTION

**Effective:** January 2025

**Job Title:** At-Large Director (3-year term)

General – There are two primary duties associated with the At-Large Director position. The first is to be engaged in and focused on the execution of tasks and duties for the Board of Directors (BoD). The second duty is to complete assigned tasks and special projects as directed by the Chair.

A. Detailed –

a. General Performance Requirements

- i. At all times, maintain compliance with the letter and spirit of the AHMP Code of Ethics.
- ii. Maintain decorum of respect and professionalism at all times.
- iii. Know the organization’s mission, vision, goals, policies, programs, services, strengths, and needs.
- iv. As an emissary to the profession and public, represent the BoD and AHMP with integrity and honorability.
- v. Act in utmost good faith for the benefit of AHMP and not for personal benefit.
- vi. Promote AHMP mission in the community, business and other contacts.
- vii. Follow trends in AHMP's field of interest and assist the organization in addressing them.
- viii. Recognize and address the needs of AHMP membership.
- ix. Clearly communicate expectations of other BoD and/or committee members to the best of your ability to fulfill their expectations.
- x. Willingly undertake assigned tasks and special projects.
- xi. Conduct all activities efficiently and in compliance with all procedures, policies and rules.
- xii. Support processes for productive discussion of issues and ideas.
- xiii. Review and act upon the reports and recommendations from AHMP committees and the general membership.
- xiv. Review Job Description annually to ensure it is up-to-date and accurately reflects any new or deleted duties.
- xv. Perform other duties as mandated by the voting membership or deemed essential to the affairs of AHMP.

b. Specific Performance Requirements

- i. Perform tasks and special projects as assigned by the Chair.

B. Time Management and Accountability

a. Calendar and Deadlines

- i. Respect calendar and deadlines, including those listed in Board meeting material.

b. Paperwork and Administration Duties

- i. As often as necessary, complete expense reports and submit them to the national office for reimbursement using the prescribed form in accordance with the reimbursement policy and procedure.
- ii. Submit items for consideration 5 days prior to the monthly EC meeting agendas and 10 days in advance for quarterly BoD meeting agendas in conjunction with the Executive Director and Chair.
- iii. File other reports as directed by the Chair or the Board of Directors.

c. Time Commitment

- i. In addition to quarterly BoD meetings, commit the time necessary to fulfill responsibilities and assigned tasks.

C. Meetings

a. General

- i. Prepare for and attend all BoD face-to-face meetings and scheduled teleconferences held periodically throughout the year, including the meetings associated with the National Conference.

- ii. While participation in all meetings is expected, contact the Chair (or the Vice Chair or the national office in the absence of the Chair) as early as possible to provide notice of your inability to participate in any meeting.
  - iii. Promote prompt but effective decision-making.
  - iv. Arrive on time and show respect for the time invested by all BoD members.
  - v. Maintain confidentiality of the BoD meetings.
  - vi. Suggest agenda items periodically for BoD meetings to ensure that significant issues of concern to AHMP are addressed.
  - vii. Follow Robert's Rules of Order Lite (RROL) when questions of parliamentary procedure arise.
- b. Chair
    - i. None assigned, unless by the Board Chair.
  - c. Membership
    - i. None assigned, unless by the Chair.
- D. Other Duties
- a. Fiduciary Responsibility
    - i. Exercise prudence with the BoD in the control and expenditure of funds.
    - ii. Faithfully read and understand the organization's financial statements and otherwise help the BoD to fulfill its fiduciary responsibility.
    - iii. Manage AHMP finances in accordance with the AHMP Operating Plan policy and procedure.
  - b. Membership
    - i. Actively recruit new members to AHMP by promoting the benefits of membership in appropriate settings.
    - ii. Continuously evaluate opportunities for succession planning and nominate individuals for Executive, Board, or committee positions.
  - c. Strategic Planning
    - i. Along with the EC and BoD, determine AHMP policy, including interim policies, when necessary for the proper guidance of AHMP business.
    - ii. Institute committees as necessary for conducting the affairs and activities of the AHMP.
    - iii. Participate in strategic planning and act on matters of long-range importance.
    - iv. Participate in funding development activities to enable the AHMP to implement long-term strategic plans.
  - d. Requirements for Position
    - i. AHMP Professional member in good standing.
    - ii. A qualified candidate for the position of At-Large Director shall have served as a member of another Board of Directors for at least one year, has a skill set deemed essential to the Board of Directors or has experience with other leadership positions, such as an AHMP committee Chairperson or officer of an AHMP Chapter.

I, \_\_\_\_\_, having read the above statement of roles and responsibilities for members of the AHMP Board of Directors, do hereby commit to meet these expectations.

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_

## AHMP BOARD OF DIRECTORS AND COMMITTEES

### CONFLICT OF INTEREST STATEMENT & DISCLOSURE

- 1) I agree to readily disclose any potential conflict of interest, making it a matter of record, either through an annual procedure or when the interest becomes a matter of board action.
  
- 2) I agree that I will not vote or use my personal influence on any matter which might constitute a conflict of interest. I will ensure the minutes of any meeting where this might occur duly show that I have abstained from voting due to the potential of or occurrence of a conflict of interest.
  
- 3) I understand that I may state my opinion or position on any matter described above, or answer pertinent questions to which I may lend my expertise, so long as I absent myself from a board vote on the matter.

AHMP Volunteer Role(s): \_\_\_\_\_

*(e.g. Officer, Director, committee chair and/or committee member; if committee-related, indicate the committee(s) to which your attestation applies)*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **POLICY: CONFLICT OF INTEREST**

AHMP prohibits conflicts of interest. A conflict of interest is defined as a direct or indirect financial or compensatory interest.

- A financial interest exists if the person has, directly or indirectly, through business, investment or family:
  - An ownership or investment interest in the entity with which AHMP has a transaction or arrangement or
  - A compensation arrangement with the Organization or entity or individual with which the Organization has a transaction or arrangement.
- A compensation interest exists if the person will receive a direct benefit such as leadership roles or awards. Annual election ballots are considered a right of membership and not compensation.

## **PROCEDURE: CONFLICT OF INTEREST**

**Definition of Conflict of Interest** means any personal, professional and/or economic interest, within AHMP or outside of AHMP, which could in any way be in conflict with or detrimental to the best interests of AHMP.

Conflict of interest applies in each of the following instances:

- AHMP officers/leaders, (Directors, Officers, Committee Chairs, Committee Members, etc.), are expected to follow the AHMP Code of Ethics. Within the AHMP Code of Ethics, leaders are required to avoid conflicts of interest.

### **Exception Provisions**

All exceptions to these provisions must be approved by the AHMP Chair or a designated representative.

This procedure establishes the guidelines to determine when conflicts of interest may occur with the AHMP elected leadership.

1. To reinforce this requirement, AHMP officers/leaders must sign the AHMP Conflict of Interest Statement when taking a leadership role, such as Director, Officer, Committee Chair, or Committee Member, and annually while in that leadership role.
2. As soon as possible, a leader must report any potential conflict of interest to the BoD or Committee. The leader must physically remove him or herself from that decision-making process for as long as the conflict exists. A statement of abstention recorded in the meeting minutes will serve as notification. Physically removing oneself from the decision-making process means physically leaving the room (or hanging up from a conference call) during the voting process. The leader may participate in the discussion prior to the vote.
3. If the BoD or Committee believes a member has failed to disclose possible conflicts of interest, a fair investigation of the situation will be conducted. The member will have an opportunity to explain. If the BoD or Committee finds after the investigation that the member failed to properly disclose a conflict of interest, it shall take disciplinary and/or corrective action.

**AHMP BOARD OF DIRECTORS  
COMMITMENT TO SERVE  
For Term Beginning January 2025**

I commit to:

- Abide by the AHMP Bylaws and Policies and Procedures
- Uphold the vision, mission and strategy of AHMP
- Ensure AHMP meets all legal and corporate requirements
- Follow Roberts Rules of Order Lite
- Listen to understand all board member perspectives and do not initiate side conversations during board meetings
- Support and defend all policies/decisions as adopted by the Board, even if not in agreement with the policy/decision
- Act in utmost good faith for the benefit of AHMP, not for my own benefit
- Actively participate as Board Liaison if assigned to a committee or task group
- Carry out AHMP's fiduciary responsibilities
- Attend/participate in all board meetings, including special meetings unless excused. Current AHMP Board Attendance policy is attached.
- Support and attend the National Conference

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment A: Board Procedures



## BOARD ATTENDANCE

The BoD shall review this portion of this policy a minimum of once a year at the first Board meeting of the year.

A board attendance problem exists if any of the following conditions exist in regard to their attendance of board meetings:

- The director has one un-notified absence in a year. (Un-notified means the director did not call ahead to the Board Chair in the organization before the upcoming meeting to indicate he/she would not be attending the upcoming meeting.)
- The director has two notified absences in a one-year period.

If a board attendance problem exists regarding a director, the Chair will promptly contact the director to discuss the problem. The director's response will be shared by the Chair with the entire board via e-mail or teleconference within 30 days of the prior board meeting. The Board will decide what actions to take regarding the board member's future membership on the board. All actions shall be consistent with the AHMP bylaws. If the board recommends termination of the board member's service term, the process for doing so will be conducted per the bylaws, which mandates (as per Maryland code) that only those who elect a director may remove a director from that position.

The Chair will call the director with the board attendance problem and notify him or her of the board's decision. The Chair will request a letter of resignation from the director to be received within the following two weeks. If the director decides not to submit a letter of resignation, the board will initiate termination proceedings with a vote of the AHMP membership.

## AHMP CONFIDENTIALITY POLICY

Directors have the legal fiduciary duties of care, loyalty and obedience. This includes refraining from disseminating information to others that could harm the organization and the interests of its stakeholders.

Directors must keep sensitive matters confidential. Accordingly, Directors agree to keep confidential, during and after their service on the Board, all sensitive information pertaining to the organization. This commitment to confidentiality includes, but is not limited to:

- Executive Director performance evaluations
- Strategic and financial information and plans
- Contracts with vendors
- Risk management/litigation
- Market and competitors analyses
- Contract terms for the provision of services
- Analyses/recommendations regarding pending mergers, acquisitions and disposition of major assets
- BoD meeting closed session details
- BoD decisions

The organization will make every effort to specifically note which information, analyses, reports, other materials and associated Board discussions/deliberations are confidential. However, Directors are expected to exercise reasonable caution, prudence and common sense in determining which information should be kept confidential. Questions should be directed to AHMP's Chair or the Executive Director.

"Confidential Information" means all information designated as such, in whatever form or in whatever medium recorded, relating to the Work disclosed in writing, orally, or in any other form and information compiled or developed in connection with preparing for the Work, except for the following: information of the disclosing party which is now in the public domain or which subsequently enters the public domain without fault on the part of the receiving party; or information of the disclosing party which is presently known by the receiving party from its own sources where such knowledge can be demonstrated by written records; or information of the disclosing party which receiving party receives in good faith from a third party and the receiving has no knowledge of the third party obtaining the information by wrongful means; or information developed by or for the receiving party independent of disclosure hereunder as evidenced by receiving party's written records.

The level of protection/security that should be applied to the organization's confidential matters is the same as the Director would apply to his/her own confidential matters.

The Board Chair is responsible for addressing infractions of confidentiality by individual Directors. If behavior persists in violation of this confidentiality policy, the Chair will seek removal of the offending Director through means specified in the Bylaws.

Upon initial appointment and reappointment to the Board, each Director designate or Director will attest they have read, understood and accepted this policy by signing below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Dat