**MedicineConnect Annual meeting 2024 report**

**Approved new advisory board members**: Grace Lee, Steven Leo, Alex Mi, Alina Zhao, and Jessica Pan

**Elected Chair**: Grace Lee

**Elected Vice Chair**: Steven Leo

Andy Han is elected to join the board of directors in the summer of 2025

**Advisory board position descriptions**

**Advisory board members**

The advisory board members work in partnership with the ANACP and are ambassadors of the MC organization in their community.

Position description, eligibility, and responsibilities

1. Age 13 to 18
2. Has worked for ANACP and/or MC over 3 months
3. Attend 75% of advisory board meeting and important related meetings
4. Make a commitment to participate actively in community
5. Volunteers for and willingly accept assignments and complete them thoroughly and on time
6. Stay informed about the community measures, prepared for meetings, the reviews/comments minutes and the report
7. Collaborated with the community members and feels a collegial working relationship that contributing to MC
8. 1 year commitment

**Advisory Board Chair**

The advisory board chair works in partnership with ANACP to ensure the success of the advisory board, problem, and overall development goals.

Decision eligibility

1. 14 to 18 years of age
2. Has been a member of the advisory board for 6 months
3. Leads all advisory board meetings after developing the agenda
4. Assures that the advisory board fulfills all responsibilities by holding them accountable
5. Works with her/his staff partner to keep the members of the advisory board informed and knowledgeable of expectations.
6. Annual performance report
7. Future plans and development
8. 1 year commitment

**MedicineConnect advisory board Vice Chair**

The advisory board vice chair works collaboratively with advisory board chair and ANACP staff to transition to chair once the current chair roles off

Position description:

1. Age 14-18
2. is a member of the advisory board for at least 6 months
3. performed chair’s responsibility when she/he cannot be available
4. Report to the advisory board chair
5. participated closely with the chair to watch for the wellbeing of the board
6. Annual performance report
7. Future plans and development
8. 1-year commitment

**PVSA**

**Eligibility for PVSA**

1. One of the Parents must be an ANACP member
2. 20% of the volunteer time required must work for ANACP and/or MC

**ANACP and MC volunteer hours allowance:**

News reporter: 5-7 hours

Blog : 3-7 hours

Zoom hosting: 1-2 hours

ANACP web site posting: 1-2 hours

MC board meeting: 2 hours

Annual meeting: 20 -30 hours

Health care 7-9 hours

Flyer design: 1 hour

Data entry: 3-5 hours

VOA editing: 2-3 hours

Other category: