

# **Student - Pennsylvania Pharmacists Association (SPPA)**

## **Officers and their Terms and Duties**

The Officers of the SPPA shall be a Student Director East, Student Director West, Chair, Vice Chair, Recording Secretary, and Corresponding Secretary, who shall be elected from the student membership in the spring of each year by the same process as the PPA officers are elected and shall serve terms of one year commencing from their election through to the following year's meeting. All officers are members of the Student Advisory Board (SAB).

### **The Directors shall be responsible for:**

1. Attending meetings of the Board of Directors of PPA as a voting member.
2. Providing a report of the meetings to the student membership in the Student Voice, on student advisory board conference calls, and at conferences.
3. Representing student pharmacists interests in Pennsylvania
4. Promote PPA student membership.
5. Working with the student representatives and alternates and PPA staff to plan the student program track held in conjunction with PPA conferences.
6. Perform other appropriate functions related to the success of SPPA.

### **The Chair shall be responsible for:**

1. Presiding at meetings of the SAB and the SPPA as a whole.
2. Working with PPA to coordinate the activities of student representatives at each college of pharmacy in Pennsylvania.
3. Working with the student representatives and alternates and PPA staff to plan the student program track held in conjunction with PPA conferences.
4. Promote PPA student membership.
5. Perform other appropriate functions related to the success of the Academy.

### **The Vice Chair shall be responsible for:**

1. Presiding at meetings of the SAB and the SPPA as a whole, when the chair is unable to attend.
2. Working with PPA, alongside the Chair, to coordinate the activities of student representatives at each college of pharmacy in Pennsylvania.
3. Working with the student representatives, alternatives, and PPA Staff, alongside the Chair, to plan the student program track held in conjunction with PPA conferences.
4. Promote PPA student membership.
5. Perform other appropriate functions related to the success of the Academy, as delegated by the Chair.

### **The Recording Secretary shall be responsible for:**

1. Recording minutes of the Advisory Board and Academy meetings and providing those to the PPA office for dissemination.
2. Serving as co-Editor of the Student Voice with the Corresponding Secretary
3. Assisting the Chair and Director in his/her duties and in their absence fulfilling those duties.

4. Promote PPA student membership.
5. Perform other appropriate functions related to the success of SPPA.

**The Corresponding Secretary shall be responsible for:**

1. Collecting information, communicating, and working with each chapter through the representatives and alternates especially for sharing information and gaining information for the Student Voice.
2. Serving as co-Editor of the Student Voice with the Recording Secretary
3. Assisting the chair and director in his/her duties and in their absence fulfilling those duties.
4. Promote PPA student membership.
5. Perform other appropriate functions related to the success of the Academy.

Please note that at this time, PPA does not pay for reimbursement for travel expenses to either the PPA Board of Directors meetings (of which there are up to 5 per year, most are held at the PPA office) or the PPA Conferences. For the Board of Directors meetings, we will, with enough advance notice, attempt to find a member with which the student may ride.

The other officers are always invited to attend the PPA Board of Directors meetings as well. If the Director is present, the Director is the one to cast a vote. All officers are provided with complimentary registration to both the Annual and Mid-Year Conferences. All officers are also invited to the PPA Leadership Retreat for which most expenses are covered.

## **PPA Student Advisory Board (SAB) Member SPPA Director and Alternate**

Each Pennsylvania College of Pharmacy is entitled to have one student representative and one student alternate serve on the SPPA Student Advisory Board.

In addition to the SPPA Director and Alternate from each school, all PPA student members also collectively elect a Student Director, Chair, Corresponding Secretary and Recording Secretary for SPPA.

Each school is to select an individual to serve in this capacity in late spring of each year, with the selected student to begin service on July 1. It is recommended that the selected student not be in their final year and on rotations. It is crucial for the student to be on campus to be an effective leader.

The student advisory board member would be expected to:

1. Attend meetings of the Advisory Board and the SPPA which are typically held in conjunction with the PPA Mid-Year and Annual Conferences. PPA waives the registration fee for the SPPA Director and Alternate.
2. Keep in contact through email with the PPA Membership Coordinator.
3. Participate in monthly or bi-monthly conference calls with the officers and other advisory board members. The calls are arranged and paid for by PPA.

The SPPA Director with the assistance of the Alternate would be expected to do the following or delegate and coordinate with other student members at their college or through the PPA chapter or other recognized affiliated group:

4. Promote PPA and PPA activities on their campus

5. Organize regular PPA student membership drives
6. Coordinate visits to the campus for PPA CEO and possibly other members.
7. Promote key legislative endeavors
8. Organize and encourage student participation in PPA meetings, legislative day, and pharmacy day.
9. Report on their campus student activities to PPA for inclusion in the *Student Voice*, an electronic student newsletter, and the PPA magazine. This can include sending photos, reports, etc.
10. Provide feedback to PPA on various issues.