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# Elected Positions

## Executive Council

### President-Elect

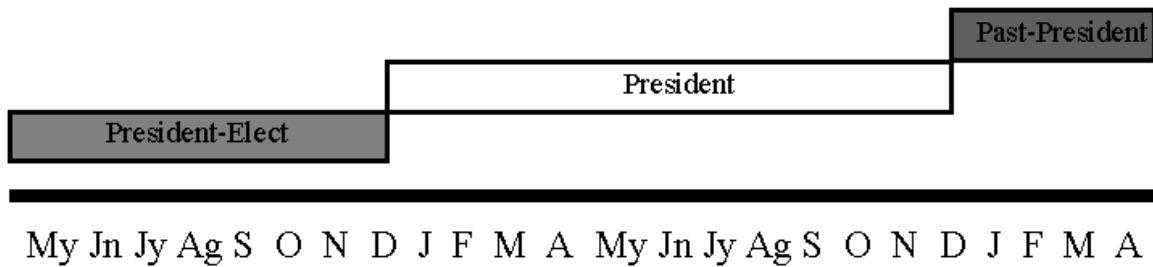


Figure 1: Timeline of Presidential Duties

The presidential role begins with an 8 month period of training in the position of President-elect.

- Learn about future responsibilities as President.
- Attend committee meetings with the President if possible.
- Attend the University Alcohol Awareness Seminar.
- Administer the Association’s Award program.
- Coordinate the 1<sup>st</sup> Year Class Election.
- Audit the finances as outlined in Article 12.

### President

- Facilitate the functioning of APSA Council to ensure the mission is attained and Council’s goals are met;
- Chair and set the agenda for Council meetings and Executive Committee Meetings;
- Ensure members of Council and officers of Council are completing their duties;
- Make a presentation at and attend Pharmacy Orientation Day;
- Organize the Pledge of Professionalism for the incoming class;
- Co-authorize cheques and financial transactions with the Vice President Finance;
- Co-ordinate student participation in and make a presentation to future students in conjunction with a faculty member for Preview Days and Reunion Days or find an alternate if unavailable;

- Register the Association as a Student Group with the SU;
- Attend PDW to represent the Association;
- Act as the student liaison on the following committees;
  - Faculty Council
  - Faculty Admissions Committee
  - Faculty Accreditation Committee
  - Dean's List Committee
  - Alberta College of Pharmacists (ACP)
- Continue on with duties of President-elect until a new President-elect is elected for the new council term.
- Audit the finances as outlined in Article 12 of APSA Constitution.

### **Past President**

- Attend Council meetings during the winter term, if possible.
- Provide continuity to Council and assist the President with his/her duties.
- Undertake special projects as directed by Council.
- Audit the finances as outlined in Article 12 APSA Constitution.

### **Contact**

Tim Leung at [tim.leung@ualberta.ca](mailto:tim.leung@ualberta.ca)

### **Vice President Academic**

- Represent and advocate for students academic concerns to the Faculty and University.
- Develop Association policy on pharmacy specific academic issues.
- Serve as a resource to students who have academic concerns.
- Advise the faculty on the Association's positions on academic issues.
- Liaise with the GFC Councillor and SU Councilor on an as needed basis.
- Act as a liaison to the Faculty Appeals Committee.
- Gather student concerns and opinions on study space, academic space, and lab space.
- Meet at a minimum once per semester with the Associate Dean of Undergraduate Student Affairs and the Associate Dean of Undergraduate Programs.
- Maintain a guide for students that explains how they should address academic concerns.
- Student liaison on the Council of Faculty Associations (CoFA) along with the VP External.

### **Contact:**

Anita Gustafson at [amc14@ualberta.ca](mailto:amc14@ualberta.ca)

## **Vice President Finance**

### **Daily**

- Write cheques for reimbursement (daily for those that need immediate reimbursement)
- Maintain the cash register in the APSA office.
- (Daily or Weekly) reply to all e-mail inquiries regarding financials.

### **Weekly**

- Update the Vice President Recruitment on payments from job listings.
- Remove excess cash from the cash register
- Write cheques for reimbursement, and distribute
- Deposit cash/cheques in our bank account (this includes rolling coins)
- Run the cash register reports, and update the budget accordingly.
- Update the budget in regards to the weekly deposit and reimbursements.
- Give out/keep track of cash boxes \*(only on special occasions)
- Communicate/Keep up to date with the President, President Elect, Vice President Internal (these are the most important, although communication/updating is needed with all councilors)

### **Monthly**

- Send out an updated budget to be either included in a meeting agenda, or through e-mail to all councilors
- Update bank account totals
- Cross reference written cheques with withdrawals
- Update the Vice President Fundraising on what sponsorship funds we have and have not received
- Communicate with other councilors over any discrepancies in the budget.
- Transfer funds to the Vice President Publications for yearbook sales

### **Yearly**

- Coordinate with the President and Fundraising Director over the summer to meet and change signing authorities over our bank accounts.
- Coordinate with President-Elect in December to change signing authorities with the President/Past President.
- Sit on the GRADitude Loan 3<sup>rd</sup> Year Grad Committee \$1000 from the GRADitude account.
- Recover \$1000 loan from 4<sup>th</sup> Year Grad Committee.
- Create a budget for the fiscal year
- Ensure adequate finance supplies (cheque books, deposit books, receipt books, coin roll papers)
- Educate councilors on use of the cash register (entering items, refunding items, adding multiple quantities...etc)

### **Contact:**

Peter Lok at [plok@ualberta.ca](mailto:plok@ualberta.ca)

## Vice President Student Services

- Coordinate the purchasing of Association memberships by first years.
- Maintain a list of the Association's Members and Honorary Life Members.
- Send the list of members to CAPSI National for their records.
- Coordinate the purchasing and selling of textbooks for all years.
- Organize and promote a textbook reselling system.
- Coordinate locker sales and policing throughout the year.
- Maintain the Association Library, lounge, and office.
- Maintain the case bank for the Mock OSCE's.
- Maintain the concession in conjunction with the 1<sup>st</sup> Year Class Representative.
- Coordinate the CPR training course for members.
- Purchase journals and newspapers for the lounge.
- Create and maintain the membership cards and membership guide.
- Oversee recruitment, social, sports, orientation, publications, and the mock OSCE.

### Contact:

Jocelyn St. Amour at [jstamour@ualberta.ca](mailto:jstamour@ualberta.ca)

## Vice President External

- Liaise between the Association and the various government officials in Alberta.
- Contact various government officials through written and verbal correspondence.
- Meet with government officials to discuss various issues facing pharmacy students and the profession.
- Contact the various media sources to encourage them to publicize the views of the Association.
- Conduct media scans to see if there are any articles pertaining to the profession and respond to the editor if there are any misconceptions portrayed in the article.
- Aid the Vice President CAPSI and Community Education Director with PAW.
- Aid VP CAPSI in organizing and promoting CAPSI symposia.
- Develop and write position papers to express the Associations views and promote the profession.
- Act as the local CPhA Representative and support CPhA Membership and activities.
- Act as the student liaison on the Council of Faculty Associations (CoFA) along with the VP Academic.
- Act as liaison to the Pharmacy Alumni Committee.
- Oversee Community Education and Interprofessional Activities.

### Contact:

Brett Edwards at [bedwards@ualberta.ca](mailto:bedwards@ualberta.ca)

## Vice President Administration

### Duties:

- Prepare meetings agendas based on direction received from the President.
- Compile meeting minutes and distribute them to members of Council within a week following the meeting as well as maintain a binder of all minutes in the APSA office.
- Set up a photocopy account with the faculty and perform any photocopying that is required throughout the year.
- Maintain office supplies through purchases based on a supplies list.
- Compile the Student Directory by collecting the first year class information and collecting the other classes' updated information from the respective class representative.
- Purchase nametags and business cards for new members of Council.
- Compile an index of motions for the council term to be kept in the minutes binder.
- Compile an index of agendas for the council term to be kept in the minutes binder.
- Compile an index of communications for the council term to be kept in the minutes binder.
- Check the Association's email in accordance with the communications policy.
- Check the Association's mailbox and conduct mailing for APSA related documents.
- Maintain the APSA calendar.
- Oversee record keeping, room bookings, website, invitations to council meetings, and retaining copies of portfolios.

### Responsibilities:

- Member of the Executive Committee
- Standing member of the Constitution and Policy Committee
- Keep an office hour of one hour (or two half hours) per week

### Contact:

Peggy Karas at [pkaras@ualberta.ca](mailto:pkaras@ualberta.ca)

## **Members of Council**

### **Fundraising Director**

- Coordinate all of the Association's fundraising.
- Contact pharmaceutical companies and corporations to recruit funds for events and advertisements for the Pharmacy Quarterly (PQ) and Yearbook.
- Obtain promotional items to be used as prizes at events.
- Solicit and prepare Grant Proposals.

#### **Contact:**

Jamie Kotlewski at [kotlewsk@ualberta.ca](mailto:kotlewsk@ualberta.ca)

### **Interprofessional Director**

- Act as the Faculty of Pharmacy representative and APSA liaison by attending all meetings and relaying information to members for the following committees:
  - Health Sciences Students Association (HSSA)
  - Alberta Interprofessional Conference (AIC)
- Organize the Med/Pharm Project along with the HSSA Med Representative
- Promote interprofessional opportunities.
- Oversees the SHINE Clinic Representatives.

#### **Contact:**

Sarah Hasenbank at [hasenban@ualberta.ca](mailto:hasenban@ualberta.ca)

### **Community Education Director**

- Organize, develop, and update pharmacy related presentations within the community.
- Recruit and train student volunteers.
- Attend the Opening day of Toastmasters
- Organize Pharmacist Awareness Week (PAW), in conjunction with the Vice President CAPSI and Vice President External.
- Update the pharmacy display in the hallway between the Dentistry/Pharmacy and Engineering buildings with a health promotion item at least twice per year.

#### **Contact:**

Darlene Korn at [dkorn@ualberta.ca](mailto:dkorn@ualberta.ca)

## **Publications Director**

- Makes deposits, reconciles bank statements, and pay bills for the Yearbook Bank Account.
- Co-sign cheques for the Yearbook account with the Vice President Finance.
- Maintain all financial records for the yearbook in conjunction with the Vice President Finance.
- Present ongoing budget to President and VP Finance once a month.
- Act as a contact for CU-Advertising and ensures that the contract with them is fulfilled.
- Set up yearbook drive and encourages the sale of yearbooks.
- Distribute yearbooks.
- Address and mail yearbooks to previous year's grads and return their baby pictures.
- Work with the Fourth Year Social Representatives to collect the fourth year baby pictures and surveys.
- Cooperate with and assist the Yearbook Editors.
- Act as the local CAPSIL representative.
- Print and distribute copies of the CAPSIL.

### **Contact:**

Kristen Marlow at [kmarlow@ualberta.ca](mailto:kmarlow@ualberta.ca)

## **Recruitment Director**

- Organize an annual Career Fair in conjunction with Career and Placement Services (CaPS).
- Maintain a pharmacy employment board in APSA lounge and online.
- Act as a contact for pharmacy companies wanting to organize recruitment events and assist in putting on and promoting those events.
- Accept, process, and advertise job postings to students.
- Organize a career night, one every other year, in conjunction with the Faculty.

### **Contact:**

Bryson Le at [bl16@ualberta.ca](mailto:bl16@ualberta.ca)

## **Social Director**

- Chair all Social Committee Meetings.
- Ultimately be responsible for ensuring all duties of the Social Committee are completed.
- Organize Orientation for the Faculty's new undergraduates.
- Attend the University Alcohol Awareness Seminar.
- Organize annual Blue & Gold Formal Ball
- Ensure Apotex/CHRNA Wine and Cheese and Dent/Pharm Hockey Game venues are booked for the following year.

### **Contact:**

Linda Nguyen at [languyen@ualberta.ca](mailto:languyen@ualberta.ca)

## **IPSF Representative**

- Act as the U of A CAPSI IPSF liaison
- Promote the various IPSF projects to APSA members.
- Gather auction items for the IPSF Auction.
- Search for Student Exchange Program (SEP) host sites in Alberta.
- Promote and recruit Active members for the SEP, distribute application forms, and submit them to CAPSI National IPSF Liaison on time.

### **Contact:**

Mychan Mai at [mmai1@ualberta.ca](mailto:mmai1@ualberta.ca)

## **CAPSI Junior Representative**

*The first one year term is served as CAPSI Junior representative. Following a vote of confidence, you would then be appointed to the position of Vice President CAPSI (CAPSI Senior Representative) for another one year term.*

- Represent the University of Alberta on CAPSI National General Council by:
  - Acting as a liaison between APSA and CAPSI by providing information to the CAPSI Senior Representative prior to CAPSI General Council Votes;
  - Attending CAPSI meetings at CPhA and PDW and video/telephone teleconferences;
  - Preparing a written report for CAPSI general meeting detailing APSA's activities and events in conjunction with the CAPSI Senior Representative; and
  - Participating in CAPSI focus list discussions.



- Promote CAPSI to U of A Pharmacy Students by:
  - Informing APSA members of all national projects and initiatives and encouraging their participation in these programs at a local and national level;
  - Maintaining and updating the CAPSI Bulletin Board with all pertinent CAPSI information;
  - Organizing the two CAPSI Symposia Sessions on topics prepared by the CAPSI National Council;
  - Promoting the CAPSI Handbook of Interview Questions (HIQ) to APSA members;
  - Encouraging submissions to and promoting the CAPSIL to APSA members; and
  - Promoting PDW and organize registration.
- Organize educational seminars, at least one per semester, pending sponsorship.
- Organize the annual CAPSI/APSA Drug Fair in conjunction with an educational seminar.
- Organize and run the CAPSI Patient Interview Competition in conjunction with the President-Elect.
- Assist the Vice President CAPSI with any CAPSI related duties.
- Maintain a record of old CAPSI competition cases that can be loaned to students.

**Contact:**

Serena Westad at [westad@ualberta.ca](mailto:westad@ualberta.ca)

**RxA Representative**

- Represent pharmacy students as a voting member on the RxA Board.
- Provide RxA updates to Council on a regular basis.
- Relay important RxA information about upcoming events to members.
- Organize the annual student membership drive in September.
- Organize the annual RxA student forum.
- Work with the Vice President External to advocate on behalf of pharmacy students to RxA and the government.

**Contact:**

Stephanie Moore at [smmoore@ualberta.ca](mailto:smmoore@ualberta.ca)

## **CSHP Representative**

- Be a member of the Canadian Society of Hospital Pharmacists.
- Represent pharmacy students as a voting member on the CSHP Alberta Council.
- Provide CSHP updates to Council on a regular basis.
- Organize the student membership drive.
- Attend CSHP Alberta Branch meetings and teleconferences.
- Act as the Banff Seminar Committee Student Representative.
- Coordinate CSHP Future Leader Award for all Western Provinces and present award at Banff Seminar.
- Promote and advertise the CSHP Future Leader Award.

### **Contact**

Serena Bains at [sbains@ualberta.ca](mailto:sbains@ualberta.ca)

## **Second Year Class Representative**

- Act as a liaison between your class, the Association and the Faculty.
- Represent, and select another student to represent, the class at the Student Advisory Board (SAB).
- Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- Collect and type up the information for the class for the Student Directory.
- Organize and run the CAPSI Compounding Competition, in conjunction with the Vice President CAPSI.
- Act as the liaison between the class grad committee and APSA.
- Ensure the class grad committee registers as an official student group with the SU.

### **Contact:**

Reid McDonald at [glenm@ualberta.ca](mailto:glenm@ualberta.ca)

## **Third Year Class Representative**

- Act as a liaison between your class, the Association and the Faculty.
- Represent, and select another student to represent, the class at the Student Advisory Board (SAB).
- Make announcements pursuant to the communications policy and be an information source for the class about upcoming Faculty and Association events.
- Collect and type up the information for the class for the Student Directory.
- Act as a member and select another third year student to be a member of the Pharmacy 456 Rotations Committee.
- Organize and run the CAPSI OTC Competition in conjunction with the Vice President CAPSI.
- Work with the Faculty Director of Funding to organize the third year U of A and U of S Industry Trip.
- Coordinate the mock OSCE exam, in conjunction with fourth year class representative.
- Act as the Association liaison on Grad Council and inform the Grad Council of the GRADitude Fund Committee policies.
- Ensure the class grad committee registers as an official student group with the SU.

### **Contact:**

Jenny Hoang at [jh24@ualberta.ca](mailto:jh24@ualberta.ca)

## **Fourth Year Class Representatives (One per semester)**

- Act as a liaison between your class, APSA and the Faculty of Pharmacy.
- Represent, and select another student to represent, the class at the Student Advisory Board (SAB).
- Make announcements to and be an information source for the class about upcoming Faculty and APSA events.
- Collect and type up the information for the class for the APSA Student Directory.
- Organize dates and times of SAB meetings.
- Help organize the mock OSCE exam, in conjunction with third year class representative and faculty.
- Act as a contact for pharmacy companies wanting to organize recruitment events for fourth year students and assist in putting on and promoting these events.

### **Contact:**

## **Officers of Council**

### **Information Technology Officer (Appointed)**

- Maintain computer files on the office computers.
- Maintain and promote the website.
- Maintain membership email list serve.
- Report to council once per semester.

#### **Contact:**

Sam Kim at [seokhee@ualberta.ca](mailto:seokhee@ualberta.ca) and Dominic Lau at [dhwlau@gmail.com](mailto:dhwlau@gmail.com)

### **Pharmacy Quarterly Editors (2 positions, appointed)**

- Recruit volunteers to work on issues of the PQ.
- Print and distribute issues for students and staff. Ensure they are distributed electronically.
- Edit and publish the Pharmacy Quarterly newsletter at bimonthly intervals (4 issues/year).
- Collect articles from students and faculty.

#### **Contact:**

Mike Pettinato at [pettinat@ualberta.ca](mailto:pettinat@ualberta.ca) and Andrew Wong at [aw10@ualberta.ca](mailto:aw10@ualberta.ca)

### **Yearbook Production Editor (2 positions, appointed)**

- Coordinate production of the Yearbook.
- Promote yearbook photos and yearbook sales
- Mail yearbooks to the previous grad class.
- Recruit volunteers to help with the production of the yearbook.
- Manage yearbook finances in conjunction with the Publications Director.
- Proofread the designed pages before sending for print.
- Arrange for school photographs (mug shots) of students and faculty.
- Correspond with the Grad Council Presidents about obtaining Grad mug shot proofs as well as the Grad group photograph.
- Take photographs at various pharmacy events in conjunction with the class Social Representatives.
- Arrange meetings with appropriate Jostens representative to ensure completion of yearbook.
- Cooperate with and assists the Publications Director.
- Co-sign cheques for the Yearbook account with the Publications Director.

#### **Contact:**

Tina Pham at [tpham@ualberta.ca](mailto:tpham@ualberta.ca) and Cindy Wai at [cswai@ualberta.ca](mailto:cswai@ualberta.ca)

## **Elected Social Committee Representatives**

- One from every class and two from the fourth year class sit as members of the social committee.
- The committee will meet on a bimonthly basis, or less at the discretion of the VP Internal, at a time decided upon by the committee chair and its members.
- The newly elected committee must meet at least once in April to plan the upcoming September events.
- All committee members must participate in the planning and advertising of the social events.
- General Committee Responsibilities
  - Organize Big Brother/Sister BBQ.
  - Organize Welcome Back Beach Volleyball Tournament.
  - Organize the Apotex Wine and Cheese.
  - Organize TGIF's.
  - Organize the Blue and Gold Ball.
  - Organize the Curling Funspiel.
  - Organize the Dent-Pharm Hockey Game.
  - Organize any additional social events, pending interest and/or adequate funding.

### **Contact:**

Darren Tardif at [tardifd@gmail.com](mailto:tardifd@gmail.com)

Jasmin Churko at [churko@ualberta.ca](mailto:churko@ualberta.ca)

Mark Diachinsky at [mad@ualberta.ca](mailto:mad@ualberta.ca)

Chelsey Collinge at [cec6@ualberta.ca](mailto:cec6@ualberta.ca)

Stephanie Saik at [ssaik@ualberta.ca](mailto:ssaik@ualberta.ca)

## **Female/Male Sports Representatives**

- Part of Social Committee. The committee will meet on a bimonthly basis, or less at the discretion of the VP Internal, at a time decided upon by the committee chair and its members.
  - Organize male/female intramural sports teams
  - Organize co-rec intramural sports teams in conjunction with the other Sports Representative
  - Organize the Association's annual hockey pool in conjunction with the Social Committee
  - Take a lead role in the organization of the Dent-Pharm Hockey game and Curling Funspiel
  - Attend monthly Intramural Council/Campus Recreation meetings representing pharmacy.
  - Organize, advertise, and register intramural teams.

- Select the Male and Female Sports Award winners in conjunction with the other Sports Representative and present the awards at the Blue and Gold Ball.
- Attend the SU's Alcohol Awareness training seminar.

**Contact:**

Heather Roflik at [roflik@ualberta.ca](mailto:roflik@ualberta.ca)  
Nathan Morin at [npmorin@ualberta.ca](mailto:npmorin@ualberta.ca)

**Shine Clinic Representatives (2 positions, appointed)**

- Act as a liaison between the Association and the SHINE Clinic.
- Promote the SHINE Clinic to pharmacy students.
- Plan an annual SHINE information session.
- Recruit pharmacy student volunteers.
- Report to Council once per semester.

**Contact:**

Dapheni Anderson at [dapheni@ualberta.ca](mailto:dapheni@ualberta.ca) and Cindy Luc at [luc1@ualberta.ca](mailto:luc1@ualberta.ca)