**CPFI Officer & Chair Duties**

1. **International CPFI Standards**:
	1. Members of CPFI adhere to these beliefs:
		1. We believe the Bible, in its original languages to be the inspired, inerrant Word of God, the only infallible and authoritative rule of faith and conduct.
		2. We believe in one God, maker of all things, eternally existent as: Father, Son, and Holy Spirit - the Holy Trinity.
		3. We believe in the deity of our Lord Jesus Christ, true man and true God; conceived of the Holy Spirit, born of the virgin Mary.
	2. Core Values:
		1. Provide Godly encouragement and fellowship among like-minded professionals
		2. Challenge and promote spiritual growth of members
		3. Advance student chapter ministries to strengthen and equip student pharmacists
		4. Encourage the advancement of knowledge and ethics in practice
		5. Promote evangelism and the integration of faith into practice
		6. Provide support and opportunities for Christian service and outreach
2. **Officer Roles**

|  |  |
| --- | --- |
| **President** | * Lead meetings or invite guest speakers.
* Be a member of national CPFI.
* Plan CPFI general body meetings and executive meetings.
* Pray at the PSEB meetings and attend all PSEB meetings.
* Sign up for Bake Sale/Jeans Day when sign up sheet comes out
* Be on the National Student Representative Council to represent Campbell CPFI
	+ Update the chapter’s information at [www.CPFI.org](http://www.cpfi.org)
* Keep the chapter advisor up to date on chapter plans
* Update by-laws annually
* Arrange elections at the end of spring semester
* Submit for National Chapter of the year
* Update CreekSync (Engage) following elections
 |
| **Vice President** | * Organize Fellowship Events (at least 1 per semester)
* Organize Praise & Worship Events (at least 1 per semester) with assistance from the Chaplain
* Assist the President in planning and in leading meetings, if needed
* Assume the president’s role in their absence
* Promote National CPFI Membership in the chapter
 |
| **Secretary** | * Send emails & keep updated email chain
* Keep updated membership list utilizing CreekSync (Engage)
* Maintain communication with P4 students
* Create and submit slides for announcements regarding events and meetings
* Reserve rooms for meetings
* Complete and submit PSEB monthly reports
* Complete and submit CPFI monthly reports (by the 1st of the month)
* Assist with sending out election ballots during elections
* Consider creating an alumni email group to send yearly reports, fundraisers, speaker interest form, etc to.
 |
| **Treasurer** | * Organize lunch for club meetings
* Reimburse officers as needed
* Submit fundraiser money
* Get updated account balance
* Purchase, write, and deliver thank you card to guest speakers
 |
| **Chaplain** | * Create and submit scripture of the week slide for announcements and prayer requests
* Support officers and students as needed
* Pray before meals at the meeting and pray at the close of meetings
* Assist Vice President in creating/organizing an activity at Fellowships/Praise & Worship Events
 |

1. **Chair Roles**

|  |  |
| --- | --- |
| **Service & Missions Chair** | * Apply for annual CPFI Hands & Feet Grant for the chapter
* Organize service events (at least 1 per semester)
* Organize Operation Christmas Child Donation Collection/Packing event annually and deliver to local drop of location
* Organize annual missions trip, as desired by members of the chapter
 |
| **Fundraising Chair** | * Organize fundraisers (at least 1 per semester)
* Organize Annual Grilled Cheese & Soup Sale
* Creek Coffee Percentage Day
* Organize bake sales/jeans day each semester
* Obtain fundraiser touchnet links, as needed
* Assist Treasurer in submitting fundraiser money
 |
| **Social Media Chair** | * Post on Instagram page & promote social media use
* Compile pictures in google drive from meetings/events
* Assist secretary to submit event summaries/pictures to CPFI in monthly reports
	+ Ensure submission for quarterly national reports
 |

1. **Advisor:** Dr. Steve Fuller
2. **Officers:**
	1. **President:** Zoe Malphurs - zmmalphurs0619@email.campbell.edu
	2. **Vice President:** Kaylee Nalls - kmmorgan0917@email.campbell.edu
	3. **Secretary**: Morgan Hall - mfhall0407@email.campbell.edu
	4. **Treasurer:** Ellie Lancaster - ellancaster0120@email.campbell.edu
	5. **Chaplain:** Katherine Stein - kastein0829@email.campbell.edu
	6. **Service and Missions Chair:** Hailey Roseman - hjroseman0222@email.campbell.edu
	7. **Fundraising Chair:** Grace Tomazic - egtomazic0618@email.campbell.edu
	8. **Social Media Chair:** Makenzie Hester - mrhester1202@email.campbell.edu