****

**APhA-ASP Mission**

The mission of the APhA Academy of Student Pharmacists (APhA-ASP) is to be the collective voice of student pharmacists, to provide opportunities for professional growth, to improve patient care, and to envision and advance the future of pharmacy.

**Officer Responsibilities**

* Assist with writing of the Chapter Achievement Report
* Attend Officer Meetings
* Attend Chapter Meetings
* All officer positions are elected by members of APhA-ASP

**President-Elect**

* Must be a current P1
* Aid the president in day-to-day operations:
  + Work with chapter members, leaders, and advisors to develop a mission statement, strategic plan, Work and goals for the chapter.
  + Mentor chapter leaders and help identify their strengths.
  + Serve as a liaison to the New Practitioner Mentors.
  + Plan and facilitate retreats for the Executive Committee.
  + Schedule, preside over and maintain order at all Executive Committee meetings.
  + Coordinate the activities of the Executive Committee, as well as various other committees.
  + Collaborate with Chapter Advisor and Finance Vice President to manage chapter finances.
  + Organize the National Patient Counseling Competition at your chapter.
  + Promote local, regional, and national opportunities to get involved with APhA-ASP!
* Assist with the completion of Chapter Achievement Report
* Coordinate travel and arrangements to APhA events
* Attend Summer Leadership Institute (Washington, DC)
  + 2025: July 18 - July 21

**Patient Care Vice President**

* Must be a current P2
* Oversee all patient care projects and community outreach events at the chapter level
* Increase awareness among student pharmacists of their role as health educators and to develop clinical skills through patient care
* Provide outreach to benefit the community while promoting the profession of pharmacy
* Serve as liaison between chairs and Executive Committee
* Mentor Patient Care chairs
* Maintain calendar of all patient care projects
* Assist with Chapter Achievement Report

**Membership Vice President**

* Recruit and sustain chapter membership
* Maintain documentation regarding membership
* Organize Fall and Spring membership campaigns
* Oversee online membership registration
* Organize orientation program for new members
* Create points system to encourage chapter participation
* Organize the Membership Drives!
* Learn Membership Benefits
* Engage Members
* Manage Executive Committee Rosters
* Review Chapter Bylaws and Chapter Operations Manual
* Meet with Chapter Advisor and New Practitioners

**Finance Vice President**

* Manage the chapter’s finances
* Maintain accurate and up-to-date records on chapter income and spending
* Coordinate chapter fundraising efforts
* Create continuity plans for the leaders coming after you
* Create a budget for chapter operations and update it frequently throughout the year
* Advise chapter officers on spending and project financial management
* Process checks, invoices, and reimbursements for the chapter
* Understand and adhere to your institution's banking requirements
* Record all cash receipts and disbursement from chapter accounts
* Oversee Fundraising Chair/Committee
* Provide a detailed annual report of expenses and income monthly
* Oversee all travel reimbursement

**Communications Vice President/Social Media Chair**

* Record and distribute minutes of officer and Chapter Meetings
* Compose and distribute Chapter Newsletter
* Inform chapter of upcoming events and meetings
* Collaborate with the Membership VP to maintain member attendance points
* Oversee mass communications
* Record attendance at all chapter and executive board meetings
* Regularly maintain the chapter’s social media platforms
* Reserve meeting space for officer meetings

**International Vice President**

* Serve as liaison between the chapter and IPSF
* Organize Vampire Cup
* Submit the Vampire Cup Tracker Forms
* Promote IPSF membership as an included benefit of APhA-ASP membership
* Promote activities related to IPSF to chapter members
* Be familiar with all updates from the APhA-ASP ISC
* Be familiar with all resources available on https://www.pharmacist.com and https://www.ipsf.org/
* Participate in APhA-ASP Webinar Week and other webinars specific to the IVP position
* Include an international component to APhA-ASP Patient Care Project events/IPSF campaigns at the chapter
* Write the IPSF section of the Chapter Achievement Report (CAR)

**Policy Vice President**

* Serves as link between Chapter and APhA Advocacy department
* Organize and plan chapter advocacy events
* Organize and plan chapter activities regarding APhA-ASP resolutions for MRM and National meeting
* Organize, when necessary, the chapter’s activities regarding specific APhA Call to Action items
* Help the chapter develop policy resolutions
* Engage chapter members in APhA's advocacy initiatives
* Keep chapter members informed of state and national policy issues
* Encourage chapter members to support the Back the PAC campaign
* Consider serving or assisting with appointing the Chapter Delegate to the APhA-ASP House of Delegates