



## CAPSI National Executive Council Position Portfolios

This is a summary (not exhaustive list) of the duties and responsibilities held by members of the Executive:

### PRESIDENT-ELECT

- Represents the first of a three-year term: the President-Elect position leads to the Presidential position, and subsequently the Past-President's position.
- Two of the three years must be completed at the undergraduate level, i.e., only the Past-President's term can be completed as a graduate.
- **President-Elect duties include:** learning about the function and intricacies of CAPSI; assisting the president in all aspects of his/her duties; acting as liaison with various organizations (Academy of Students in Pharmacy (U.S.), Canadian Society of Hospital Pharmacists); serving as vice-chair of the Executive and General Council meetings; chair the website committee; participating as an active member of council, offering feedback and input on any issues and discussions; and preparing reports as deemed necessary
- **Presidential duties include:** acting for and in the name of the association; to supervise, co-ordinate, and play a primary role in several projects and initiatives; chair and mediate all discussions of council during meetings; Chair of the Constitutional Review Committee; member of the PDW Planning Committee and Finance Committee; organize council meetings and prepare reports; foster appropriate relationships with several national and international organizations (Canadian Pharmacists' Association, International Pharmaceutical Students Federation, and the Federation of International Pharmacists); initiate, delegate, and promote the development and growth of CAPSI.
- **Past-President duties:** provide wisdom and advice to the new council; act as advisor to the President; and complete any necessary projects carrying over from the presidential term.
- **Beneficial attributes of the interested candidate would include:** public speaking; leadership skills; organizational skills; conflict resolution and problem solving; time management; impartiality and receptiveness to other views and opinions; e-mail and computer skills.

### EXECUTIVE SECRETARY

- Co-ordinates the internal correspondence of the association; maintains an accurate mailing list of all council members.
- Compile meeting minutes, resolutions, adopted motions, and directives of all meetings of the council; distribute the minutes in a timely manner to council members

- Establish protocol for e-mail discussion of various issues which affect the association; coordinate the election process, and ensure that protocol is enforced.
- Review and update the association's Officer's Manual and Constitution; participate as an active member of council; prepare reports for the annual meetings.
- Participate as an active member of council, and provide position update reports at council meetings.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- Maintain the national membership database; chair of the Membership Committee.
- Member of the Constitutional Review Committee.
- **Beneficial attributes of the interested candidate would include:** effective written and oral communication skills; computer knowledge; organization and time management, timeliness with deadlines; an ability to analyze, assess and evaluate documents.

### **VICE PRESIDENT, COMMUNICATIONS**

- Responsible for public relations between CAPSI and various other organizations, associations, pharmaceutical companies; acts as resource for local CAPSI representatives for CAPSI awareness and promotion.
- Responsible for review, update, and distribution of CAPSI's promotional material including the "Agenda" handbook; coordinate membership benefits and services.
- Solicits pharmaceutical companies for sponsorship of CAPSI.
- Represents CAPSI at the national Pharmacy Awareness Week (PAW) launch; act as liaison to CPhA PAW representative.
- Member of the Website Committee and Membership Committee.
- Participate as an active member of council, and provide position update reports at council meetings.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- Distribution of The CAPSIL to all sponsors and non-student CAPSI members.
- **Beneficial attributes of the interested candidate would include:** effective oral and written communication skills; comfort speaking in public; computer knowledge, organization, time management skills; and effective time management and social skills.

### **VICE PRESIDENT, EDUCATION**

- Responsible for the coordination of the National Competitions of CAPSI. This includes reviewing, updating, and distributing the rules and regulations of the various competitions.
- Responsible for the coordination of the CAPSI Awards of Professionalism. This includes reviewing, updating, and distributing the award criteria for the various awards
- Maintain a professional relationship with the Association of Faculties of Pharmacy Across Canada (AFPC).
- Maintain a professional relationship with the sponsors of the CAPSI Competitions and Awards.
- Review, distribute, compile, and evaluate the wage survey.

- Coordinate the CAPSI National Symposium sessions by proposing topics and assisting in the organization of the sessions.
- Participate as an active member of council, and provide position update reports at council meetings.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- **Beneficial attributes of the interested candidate would include:** oral and written communication skills; ability to analyze, assess, evaluate protocols, procedures and documents; and creativity.

## **FINANCE OFFICER**

- Deposit and carry out all banking activities for CAPSI National; maintain an accurate, detailed and current record of CAPSI National transactions throughout the year.
- Formulate an annual budget, based on the previous year's resources and expenditures
- Present mid-year financial report at the Annual General Meeting
- Select an auditor for year-end financial reviews; prepare and submit financial books to be audited at the financial year-end.
- Provide prompt reimbursement for CAPSI expenditures.
- Participate as an active member of council, and provide position update reports at council meetings; advise and inform the General and Executive Council in financial matters concerning the association.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- Chair of the Finance Committee.
- **Beneficial attributes of the interested candidate would include:** accounting and bookkeeping experience; experience with any computer programs that facilitate record maintenance; organization, and time management skills.

## **IPSF LIAISON**

- Act as liaison to the International Pharmaceutical Student's Federation, and be its link to CAPSI.
- Introduce, implement, and co-ordinate the various IPSF projects for the current year.
- Represent and appropriately arrange adequate representation of CAPSI at the IPSF Annual Congress by Official Delegates of CAPSI, and to instruct these delegates fully of their duties at Congress; to attend the IPSF conference.
- Disseminate information regarding IPSF activities via the local Senior and Junior representatives and the local IPSF contact person.
- Forward Canadian applications for the Student Exchange Program (SEP) to the IPSF chairperson of the student exchange.
- Conduct an aggressive search for host sites for the SEP.
- Provide information and registration forms for the annual IPSF Congress.
- Promote IPSF to students and recent graduates, and to inform CAPSI National of the application deadlines for IPSF Membership.
- Act as Canadian Coordinator of the various IPSF Projects.

- Participate as an active member of council, and provide position update reports at council meetings.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- Act as the Student Exchange Officer following his/her term as the IPSF Liaison.
- **Beneficial attributes of the interested candidate would include:** effective oral and written communication, organizational and time management skills, desire to attain a global awareness and perspective.

### **CAPSIL EDITOR**

- Co-ordinate and prepare the three annual issues of The CAPSIL, the association's bilingual newsletter.
- Collect and translate articles; layout and printing of The CAPSIL.
- Participate as an active member of council, and provide position update reports at council meetings.
- Member of the Website Committee and Membership Committee.
- Maintain the CAPSI Website.
- Develop new ideas to further CAPSI and implement these ideas with the approval of council.
- **Beneficial attributes of the interested candidate would include:** computer skills; experience in editing, set-up, or layout of publications; ability to enforce deadlines; ability to recognize current pharmacy issues in order to plan each edition of the CAPSIL.

### **VICE PRESIDENT, PROFESSIONAL AFFAIRS**

- Compile information regarding the resources, relationships and events held at local and international levels regarding interprofessional collaboration in order to promote interprofessional collaboration and organize national interprofessional events.
- Work with the webmaster to ensure current content in the ScOPe map and CAPSI's website.
- Organize and coordinate a minimum of one interprofessional Pharmacist Awareness Month (PAM) event on a national level to be run at each school.
- Act as a media relations officer to increase CAPSI's exposure through the general media and delegate incoming requests from general media to the appropriate portfolio with the use of an updated press package, media release, or other professional communication.
- Develop collaborative opportunities to promote the profession of pharmacy, through publications and/or networking events in order to maintain interprofessional relationships with other professional healthcare student organizations.
- Stay up to date on relevant news and explore intra and interprofessional collaborations. Use information gathered to contribute a minimum of one article per CAPSIL edition.
- Act as a voice for our association to external stakeholders, that do not fall under the portfolio of the VP Communications
- Initiate and maintain relations with other student health professional organizations.

## **WEBMASTER**

- Maintain the contents and appearance of the CAPSI National website.
- Maintain the contents of the CAPSI National Facebook page.
- Participate as a member of the Website Committee.

This is a summary of the executive positions. If you would like more information, please contact your local junior or senior CAPSI representatives, or Executive Secretary Robyn St. Croix ([secretary@capsi.ca](mailto:secretary@capsi.ca)). We can put you in contact with the person currently in the position.