# Changes to the CAPSI UBC Operating Manual to be approved at the November 27, 2017 Annual General Meeting

# CHAPTER 3.0 – CAPSI UBC ~~LOCAL~~ Council

~~The CAPSI Local Council shall consist of:~~

* ~~CAPSI Senior Representative~~
* ~~CAPSI Junior Representative~~
* ~~Secretary~~
* ~~Treasurer~~
* ~~Vice Treasurer~~
* ~~Sponsorship Coordinator~~
* ~~General Fundraiser~~
* ~~PDW Fundraiser~~
* ~~Community Education Coordinator~~
* ~~IPSF Liaisons (2)~~
* ~~IT Officer~~
* ~~CAPSI First Year Representative~~
* ~~CAPSI Second Year Representative~~
* ~~CAPSI Third Year Representative~~
* ~~CAPSI Fourth Year Representatives (2) – Term 1 and Term 2~~

~~Other than the above mentioned council members, the following individuals are also strongly encouraged to attend and participate in discussion during the weekly general meetings:~~

* ~~Any member of the CAPSI National Council~~
* ~~Any member of the PDW Planning Committee (when applicable)~~
* ~~Any member of the PAM Planning Committee~~
* ~~The local Canadian Pharmacists Association (CPhA) Representative~~
* ~~The local Canadian Society for Hospital Pharmacists (CSHP) Representative~~

~~The voting members of the CAPSI UBC Council shall consist of:~~

* ~~CAPSI Senior Representative~~
* ~~CAPSI Junior Representative~~
* ~~Secretary~~
* ~~Treasurer~~
* ~~Vice Treasurer~~
* ~~Sponsorship Coordinator~~
* ~~General Fundraiser~~
* ~~PDW Fundraiser~~
* ~~Community Education Coordinator~~
* ~~IPSF Liaisons (2)~~
* ~~IT Officer~~
* ~~CAPSI First Year Representative~~
* ~~CAPSI Second Year Representative~~
* ~~CAPSI Third Year Representative~~
* ~~CAPSI Fourth Year Representatives (2) – Term 1 and Term 2~~

~~The non-voting members include:~~

* ~~Any member of the CAPSI National Council~~
* ~~Any member of the PDW Planning Committee (when applicable)~~
* ~~Any member of the PAM Planning Committee~~
* ~~The local Canadian Pharmacists Association (CPhA) Representative~~
* ~~The local Canadian Society for Hospital Pharmacists (CSHP) Representative~~

## ~~3.1 Duties and Responsibilities: CAPSI Local Council~~

## 3.1 Members of CAPSI UBC Council

~~The following duties and powers pertain to ALL members of the CAPSI Local Council.~~

The CAPSI UBC Council shall consist of:

* CAPSI Senior Representative
* CAPSI Junior Representative
* Secretary
* Treasurer
* Vice Treasurer
* Sponsorship Coordinator
* Fundraisers (2)
* Community Education Coordinator
* IPSF Liaisons (2)
* IT Officer
* CAPSI First Year Representative
* CAPSI Second Year Representative
* CAPSI Third Year Representative
* CAPSI Fourth Year Representatives (2)

The voting members of the CAPSI UBC Council shall consist of:

* CAPSI Senior Representative
* CAPSI Junior Representative
* Secretary
* Treasurer
* Vice Treasurer
* Sponsorship Coordinator
* Fundraisers (2)
* Community Education Coordinator
* IPSF Liaisons (2)
* IT Officer
* CAPSI First Year Representative
* CAPSI Second Year Representative
* CAPSI Third Year Representative
* CAPSI Fourth Year Representatives (2)

The non-voting members include:

* Any Executives of the CAPSI National Council
* Any member of the PDW Planning Committee (when applicable)
* Any committee Vice-Chairs appointed by any Executive of the CAPSI UBC Council
* The local Canadian Society for Hospital Pharmacists (CSHP) Representative

## ~~3.1 Duties and Responsibilities: CAPSI Local Council~~

## 3.2 Roles and Responsibilities

CAPSI UBC is responsible for the functioning of the Association in accordance to the Constitution Bylaws and the Operating Manual of the Association. Council members of CAPSI UBC are expected to uphold the following duties and responsibilities:

* Supporting the decisions made by CAPSI UBC and the CAPSI National Council
* Attending weekly meetings and submitting periodic updates to the CAPSI UBC Council of matters pertaining to the individual’s portfolio
* Signing up for a minimum of 1 standing committee during their term unless they are chairing a committee
* Submitting a year-end turnover report to the Secretary at least 1 week prior to the election of the next CAPSI UBC Council
* Familiarizing themselves with the documents of the Association including the CAPSI UBC Operating Manual

~~3.1.1 Responsibilities~~

~~The CAPSI Local Council is responsible for the functioning of the organization in accordance to the Constitution Bylaws and the Operating Manual of the Association.~~

~~3.1.2 Meetings~~

~~The CAPSI Local Council is expected to attend weekly general meetings as set by the CAPSI Senior (or Junior should the Senior be unable to attend) held at the University of British Columbia. Members of council may be asked to attend or help out for events when necessary.~~

~~All members of the CAPSI Local Council must be present at the AGM.~~

~~3.1.3 Roles and Expectations~~

~~Each CAPSI Local Council member:~~

* ~~Is accountable to the Association and is expected to support the decisions of the National General Council and the CAPSI Local Council~~
* ~~Is expected to submit periodic updates to the Association of matters pertaining to his/her respective portfolio, which becomes part of the minutes, therefore available to all University of British Columbia Student Members of the Association upon request~~
* ~~Is expected to be familiar with the documents of the Association including the University of British Columbia CAPSI Operating Manual.~~
* ~~Is expected to sign up for a minimum of 1 standing committee during their term unless they are chairing a committee~~
* ~~Is expected to compile a year-end report which must contain a brief summary of all activities that the council member was involved in, tips on what worked and what can be improved upon for next year. This report must be submitted along with the updated binder to the CAPSI Junior Representative 1 week prior to or on the day of the elections of the new council members~~

~~The following specific duties and powers pertain to individual members of the CAPSI Local Council and are in addition to those stated above.~~

~~3.2 Duties and Responsibilities: Select Positions~~

## 3.2.1 CAPSI Senior Representative

~~The role of the CAPSI Senior and Junior is to act as a cohesive force between the CAPSI Local Council, the National Executive and the General Council, to provide leadership and direction to the Association and to officially represent the Association to other organizations, including the Pharmacy Undergraduate Society (PhUS).~~

The role of the CAPSI Senior and Junior Representative is to act as a cohesive force between the CAPSI UBC Council and CAPSI National to provide leadership and direction to the Association and to officially represent the Association to other organizations, including the Pharmacy Undergraduate Society (PhUS).

~~This position is a two year term which commences as the CAPSI Junior for the first year and proceeds to Senior in the second year after a vote of confidence during the annual CAPSI UBC elections.~~

This position is a two year term which commences as the CAPSI Junior Representative for the first year and transitions to the CAPSI Senior Representative in the second year after passing a vote of confidence during the annual CAPSI UBC elections.

DUTIES:

* Overseeing all CAPSI UBC events and initiatives unless a CAPSI UBC Council member has been appointed to do so
* Collaborating with the CAPSI Junior Representative and Secretary to create an agenda for weekly meetings and then chair the meeting
* Collaborating with the following CAPSI UBC Council members for CAPSI Awareness Week: Secretary for the Meet and Greet, IPSF Liaisons for the IPSF and SEP Information Session, and the CAPSI Junior Representative for the PDW Information Session
* Collaborating with the Treasurer, Vice-Treasurer, and CAPSI Junior Representative to ensure the CAPSI UBC budget is balanced and accurate
* Collaborating with the CAPSI Junior Representative in reviewing the CAPSI UBC Operating Manual and compiling a list of proposed amendments to be presented at the AGM
* Holding an AGM every academic year and post the proposed amendments to the CAPSI UBC Operating Manual on the CAPSI UBC website at least seven (7) days prior to the AGM
* Informing CAPSI UBC members of all national projects and initiatives and encourage their participation in these programs
* Informing all candidates participating in the CAPSI UBC elections of the election outcomes no longer than seven (7) days after the voting deadline
* Preparing position update reports for the National Executive Secretary as required prior to PDW, the CPhA Conference, and CAPSI National teleconferences
* Relaying information from the PDW Planning Committee in a timely manner, including but not limited to advertisement, registration, hotel booking, and flight booking
* Assisting the PDW Planning Committee if PDW is hosted at the University of British Columbia
* Participating as an active member in the following: PhUS weekly meetings, CSHP monthly meetings, Interclub meetings, and CAPSI National meetings and CAPSI National teleconferences
* Co-chair Pharmacist Awareness Month (PAM) with the PhUS VP External
* Provide newsletter updates to the PhUS IT Officer for distribution to all students in the Faculty of Pharmaceutical Sciences at UBC
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Schedule, ensure agenda is created and chair weekly meetings of the CAPSI Local UBC Council~~
* ~~Inform all candidates of the outcome of their application for CAPSI Local UBC Council following elections and voting~~
* ~~Promote positions on CAPSI Local Council during both elections, and bi-elections (when applicable)~~
* ~~Run a CAPSI Awareness Week in September and continue to promote membership to students throughout the year~~
* ~~Assist the IPSF Representative in organizing and promoting local IPSF campaigns and initiatives~~
* ~~Assist the IPSF Representative in coordinating the student exchange program (SEP), which helps find host sites and accommodations for students participating within their city~~
* ~~Assist in CAPSI fundraising events~~
* ~~Oversee the maintenance of the CAPSI Bulletin Board~~
* ~~Help ensure CAPSI local finances are maintained and are accurate~~
* ~~Maintain a close relationship with provincial and national Pharmacy Associations~~
* ~~Promote Affiliate Organizations’ programs that encourage professionalism in the members as students and as future pharmacists~~
* ~~Help promote PDW participation through advertising, fundraising and meetings of PDW participants~~
* ~~Help relay necessary information from the PDW Host Committee in a timely manner~~
* ~~Act as the PDW Liaison if PDW is hosted at his/her faculty and to help with the planning and organization of this event~~
* ~~Participate as an active member of PhUS offering feedback and input on any issues and discussions that arise~~
* ~~Participate as an active, voting member of the National General Council, offering feedback and input on any issues and discussions that arise~~
* ~~Participate as an active member at CSHP monthly council meetings offering feedback and input on any issues and discussions that arise.~~
* ~~Participate as an active member of Interclub meetings offering feedback and input on any issues and discussions that arise~~
* ~~Participate as an active member of UBC Pharmacy Alumni Society offering feedback and input on any issues and discussions that arise as well as collaborate with them in organizing the “Career Avenues in Pharmacy” event~~
* ~~Respond and provide feedback to the President's letters and other communications and issues from the National Executive and General Council where input is required~~
* ~~Attend and prepare periodic reports for the National General Council including, but not limited to, PDW and CPhA~~
* ~~Co-chair the Pharmacist Awareness Month (PAM) campaign along with the PhUS VP Public relations~~

## 3.2.2 CAPSI Junior Representative

DUTIES:

* Learning about the function and intricacies of both CAPSI UBC and CAPSI National and the duties that will be expected as the CAPSI Senior Representative
* Assisting the CAPSI Senior Representative in overseeing all CAPSI UBC events and initiatives unless a CAPSI UBC Council member has been appointed to do so
* Collaborating with the CAPSI Senior Representative and Secretary to create an agenda for weekly meetings and then chair the meeting if the CAPSI Senior Representative is unable to attend in a timely manner
* Collaborating with the CAPSI Senior Representative to organize the PDW Information Session for CAPSI Awareness Week
* Collaborating with the Treasurer, Vice-Treasurer, and CAPSI Senior Representative to ensure the CAPSI UBC budget is balanced and accurate
* Collaborating with the Faculty of Pharmaceutical Sciences and the Alumni Relations Manager to organize Career Avenues with regards to the advertising, setup, and takedown
* Assisting the CAPSI Senior Representative in reviewing the CAPSI UBC Operating Manual and compiling a list of proposed amendments to be presented at the AGM
* Organizing an annual Symposia based on the topics approved by the CAPSI National Council at the CPhA Conference
* Informing CAPSI UBC members of all national projects and initiatives and encourage their participation in these programs
* Assisting the CAPSI Senior Representative in preparing position update reports for the National Executive Secretary as required prior to PDW, the CPhA Conference, and CAPSI National teleconferences
* Assisting the CAPSI Senior Representative in relaying information from the PDW Planning Committee in a timely manner, including but not limited to advertisement, registration, hotel booking, and flight booking
* Assisting the PDW Planning Committee if PDW is hosted at the University of British Columbia
* Participating as an active member in the following: PhUS weekly meetings, CSHP monthly meetings, Interclub meetings, and CAPSI National meetings and CAPSI National teleconferences
* Promoting applications for the CAPSI Award of Professionalism
* Chairing the Awards Committee
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Assist the CAPSI Senior in the execution of ALL local and national CAPSI duties~~
* ~~Learn about the function and intricacies of CAPSI and the duties that will arise as Senior Representative the following year~~
* ~~Actively participate in, and inform others of, all CAPSI national and local activities, projects and initiatives~~
* ~~Act as chairperson for weekly meetings of the CAPSI Local Council, or attend any/all events on their behalf, should the senior not be able to attend~~
* ~~Help promote positions on CAPSI Local Council during both elections, and bi-elections (when applicable)~~
* ~~Assist with the maintenance of the CAPSI Bulletin Board with materials received from the National Council and CAPSI members~~
* ~~Help ensure CAPSI local finances are maintained and are accurate~~
* ~~Assist the CAPSI First Year Representative in the development, hosting and promotion of CAPSI Jeopardy~~
* ~~Sign the revised operating manual, along with the incoming CAPSI Junior, once changes, if any, are made following the AGM~~
* ~~Promote PDW participation through advertising and fundraising, as well as, help chair meetings of PDW participants~~
* ~~Sit in on and participate (alternating with the Senior) during meetings of the PDW Planning Committee if PDW is hosted by his/her faculty and help with the planning and organization of this event~~
* ~~Participate as an active non-voting member of the National General Council, offering feedback and input on any issues and discussions that arise~~
* ~~Participate as an active member of Interclub meetings offering feedback and input on any issues and discussions that arise~~
* ~~Help prepare reports for the National General Council~~
* ~~Organize CAPSI Symposia twice a year on topics approved by CAPSI National Council during the annual meetings at the CPhA conference~~
* ~~Promote applications for Tilak Award of Professionalism and chair the committee that decides the winner~~

## 3.2.3 Secretary

DUTIES:

* Compiling the agenda items from the CAPSI Senior and Junior Representatives and distribute an electronic copy of the agenda to all CAPSI UBC Council members
* Taking attendance and minutes at the weekly CAPSI UBC meetings and submit it to the CAPSI Senior and Junior Representatives for approval
* Creating an annual Facebook group for the incoming CAPSI UBC Council following CAPSI elections in March
* Compiling a list of contact information for all CAPSI UBC Council members, which will be posted in the CAPSI UBC Facebook group
* Organizing the CAPSI First Year Representative by-election in September and the CAPSI elections in March. Duties include but not limited to printing and distributing ballots, counting the ballots, and notifying the CAPSI Senior Representative of the election results
* Entering the name and contact information of all new General Student Members into the membership database after the September membership drive
* Collaborating with the CAPSI Senior Representative to organize a presentation for the Council Meet and Greet
* Assisting CAPSI UBC Council members with room booking when needed
* ~~Attend all weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives.~~
* ~~Compile the agenda items from the Senior, and distribute an electronic copy of the agenda to all members 24 hours prior to the meeting time~~
* ~~Take attendance and minutes at local CAPSI meetings and submit it to the CAPSI Senior and Junior for approval~~
* ~~Attend and take minutes for the PDW fundraising meetings each academic year, if applicable~~
* ~~Keep meetings on time and ensure the agenda is followed~~
* ~~Assist with any local CAPSI sponsored events in any capacity you are asked or able to, with the purpose of decreasing the workload of the other council members~~
* ~~Make the necessary changes to the Operating Manual following the Annual General Meeting and have the updated manual ready for the CAPSI Senior and Junior to sign~~
* ~~Enter names and emails of all new members into the membership database following the membership drive in September~~
* ~~Organize the First-Year Representative election in September as well as the council elections in January. The duties include but are not limited to making, printing and distributing the ballots during elections. Counting the ballots and notifying the Senior Representative of the election results as well~~
* ~~Take care of the room bookings for CAPSI weekly meetings and events~~

## 3.2.4 Treasurer

DUTIES:

* Completing the AMS Treasurer Authorization Form and attending a mandatory Treasurer’s orientation session with the AMS Finance Department
* Submitting reimbursements for CAPSI UBC Council members and General Student Members to AMS to be processed
* Depositing membership fee, fundraising revenue, and PDW fundraising revenue into the appropriate AMS account
* Ensuring cheques are deposited and sent out in a timely manner for events and initiatives including but not limited to the annual textbook sale, membership drive, and PDW registration
* Collaborating with the Vice-Treasurer and CAPSI Senior and Junior Representatives to ensure the CAPSI UBC budget is balanced and accurate
* Submitting an annual budget to AMS for approval
* Keeping records of all reimbursements and deposits
* Preparing a cashbox float for CAPSI UBC Council members when needed
* Training CAPSI Year Representatives in using the Square Point of Sale app
* Requesting additional Square Point of Sale codes from AMS as required
* Ensuring purchases from Square Point of Sale are deposited into the appropriate AMS account
* Providing an orientation session for CAPSI UBC Council members detailing the reimbursement process
* Chairing the Finance Committee
* ~~Undergo an orientation session with the Alma Mater Society (AMS) Finance Commission officer at the beginning of their term~~
* ~~Meet with the bank and organize the incoming and outgoing signing rights on the bank accounts~~
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Pick up and reconcile monthly bank statements for CAPSI account (if applicable)~~
* ~~Work with the CAPSI Senior and Junior to create the budget for approval by council before the end of the school year~~
* ~~Submit the budget to the AMS for approval before the deadline of submission~~
* ~~Keep records of all purchases and deposits~~
* ~~Make regular fundraising and membership deposits as well as deposit reimbursement forms to the AMS~~
* ~~Write and deliver cheques whenever necessary~~
* ~~Pick up prizes/thank you gift certificates for competition judges and symposium speakers~~
* ~~Order cheques as needed~~
* ~~Assist the PDW Planning Committee if and when needed~~
* ~~To train the Vice-Treasurer~~

## 3.2.5 Vice Treasurer

DUTIES:

* Collaborating with the Treasurer and CAPSI Senior and Junior Representatives to ensure the CAPSI UBC budget is balanced and accurate
* Assisting the Treasurer in depositing membership fee, fundraising revenue, and PDW fundraising revenue into the appropriate AMS account
* Assisting the Treasurer with submitting proper reimbursement documentation and checking the status of reimbursements
* Creating invoices for CAPSI UBC Council members when needed
* Learning about the function and intricacies of CAPSI UBC and the duties that will be expected as the Treasurer
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Work with the CAPSI Senior, Junior and Treasurer to create the budget for approval by council before the end of the school year~~
* ~~Help keep records of all purchases and deposits~~
* ~~Assist the treasurer in making regular fundraising and membership deposits as well as deposit reimbursement forms to the AMS~~
* ~~Assist the treasurer with all finance-related activities, including submitting proper documents and checking status of reimbursements~~
* ~~Pick up prizes/thank you gift certificates for competition judges and symposium speakers~~
* ~~Assist the PDW Planning Committee if and when needed~~

## 3.2.6 Sponsorship Coordinator

DUTIES:

* Updating the CAPSI UBC Sponsorship Package and sending it out to past and potential sponsors
* Maintaining and developing partnerships with sponsors
* Creating a newsletter blurb to be distributed in the microCAPSIL (and if applicable, the sponsor’s newsletter) acknowledging the sponsor’s support
* Providing acknowledgement of sponsors at the CAPSI AGM as determined by their sponsorship tier listed in the CAPSI UBC Sponsorship Package
* Sending photos of sponsored events (if applicable) to the sponsor
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Maintaining communications with past sponsors~~
* ~~Creating a newsletter blurb~~
* ~~Organize sponsorship of CAPSI events and nurture a healthy relationship with sponsors~~
* ~~Maintain communication with sponsors, sending reports on how their money was spent~~
* ~~Invite sponsors to attend sponsored events, thank them for their contributions at the AGM~~
* ~~Assist with any local CAPSI sponsored events in any capacity you are asked or able to, representing CAPSI’s best interests~~
* ~~Assist the PAM and/or PDW Planning Committee if and when needed~~

## 3.2.7 ~~General~~ Fundraiser (2)

DUTIES:

* Organizing profitable fundraising activities and initiatives for the CAPSI UBC Council
* Organizing the annual UBC’s Next Top Pharmacist competition
* Organizing a summer BBQ fundraiser for students participating in the Summer Student Research Program (SSRP)
* Organizing a nametag magnet and stethoscope sale
* Organizing a rose sale for the annual PhUS Gala
* Ensuring the CAPSI UBC Online Store sales are up to date
* Co-chairing the Fundraising Committee
* ~~Attend all weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Organize profitable fundraising activities for CAPSI Local Council as required and help instigate them~~
* ~~Assist with any local CAPSI sponsored events in any capacity you are asked or able to, with the purpose of decreasing the workload of the other council members~~

## ~~3.2.8 PDW Fundraiser~~

DUTIES:

* ~~Attend all weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Chair the PDW Fundraising committee and ensure that each fundraiser has an organizer who remains in contact with you, decide how the fundraising money will be distributed, and keep records of all work done for future years to benefit from~~
* ~~Organize a CAPSI-SSRP BBQ during summer (generally in July) for students, faculty and post-graduates participating in Summer Student Research Program (SSRP). Proceeds go towards subsidizing students going to PDW the following year~~
* ~~Chair all PDW fundraising meetings with the help of the CAPSI Junior~~
* ~~Organize the design (from student input), sizing, ordering and distribution of shirts for the annual Pharmafacts Bowl at PDW~~
* ~~Organize the selection of profitable fundraisers for PDW attendees to be completed during term one or after PDW in term two (as needed)~~

## ~~3.2.9~~ 3.2.8 Community Education Coordinator

DUTIES:

* Organizing community outreach events for pharmacy students to promote and advocate for the profession including
* Building partnerships with various community partners and sending photos of community outreach events to the partners (e.g. providing Teva Pharmacy Solutions with updates for Operation: WASHUP and Operation: Butt Out)
* Ensuring all outreach activities are appropriately submitted to the Faculty using the Academic Portfolio (AP-7) policy “Community Outreach for Student Pharmacists”
* Organizing the Project Paws: Pugs and Drugs dog de-stressing event in collaboration with the PhUS VP Academic
* Chairing the Community Outreach Committee
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* Promote the opportunities for Pharmacy Students to use their knowledge to benefit the community through community presentations such as Katy’s Kids, Tobacco Alert and the Teva hand washing Program
* ~~Organize first year orientations in collaboration with the Faculty of Pharmaceutical Sciences~~
* ~~Organize information sessions at high schools to tell students more about pharmacy, the program UBC has and the application process as well as educational sessions for general public about various health topics~~

## ~~3.2.10~~ 3.2.9 IPSF Liaisons (2)

DUTIES:

* Promoting the Student Exchange Program (SEP)
* Organizing an information session for the SEP during CAPSI Awareness Week
* Acting as a liaison between General Student Members interested in SEP and the National Student Exchange Officer (SEO)
* Ensuring students are aware of the SEP application deadlines, fees, and requirements according to the SEP Officer’s Manual
* Forwarding General Student Member applications from UBC to the National SEO
* Participating in active search for potential host sites (e.g. hospital, community, industry) for incoming SEP students from other countries
* Encouraging returning students from SEP to submit a report within one (1) month of returning detailing their experiences with the program
* Promoting the World Congress conference
* Organizing the IPSF Health Campaign on the topic decided upon by the CAPSI National Council and then prepare submit an application to the CAPSI National Council IPSF Health Campaign Award
* Promoting and supporting initiatives as requested by IPSF
* Chairing the SEP Committee
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Promote the Student Exchange Program by holding an information session explaining the program, by answering any questions from students interested in applying and by acting as a liaison between interested students and the National Student Exchange Officer~~
* ~~Inform students about the application deadlines, fees and requirements for the Student Exchange Program according to the Student Exchange Program Officer’s Manual~~
* ~~Forward Canadian applications for the Student Exchange Program to the National Student Exchange Officer~~
* ~~Participate in an active search for potential host sites (hospital, community, industry, etc.) in Canada for students involved in the exchange from other countries~~
* ~~Encourage students involved in SEP to submit a report on their experience shortly after their return to Canada~~
* ~~Promote the Annual World Congress through announcements, and information sessions, as well as assist students in registering/answering questions about the conference~~
* ~~Organize the IPSF Health Campaign on the topic decided upon by CAPSI National Council and prepare an application for submission to CAPSI National Council for the Award for best IPSF Health Campaign across Canada~~
* ~~Organize other minor Health Campaigns and Initiatives as needed~~
* ~~Organize events during International Week (as listed on the UBC website)~~
* ~~Participate in Pharmacist Awareness Month (PAM)~~
* ~~Help promote all other IPSF initiatives and projects as directed by the IPSF Liaison on the CAPSI National Executive Council~~

## ~~3.2.11~~ 3.2.10 IT Officer

DUTIES:

* Updating and maintaining the CAPSI UBC website through tasks including but not limited to uploading meeting minutes, updating the CAPSI UBC Council positions, and updating award and competition winners
* Ensuring that the website domain is paid for annually
* Promoting CAPSI initiatives and events through social media (e.g. Facebook, Instagram)
* Writing or requesting articles from General Student Members for the National CAPSIL newsletter
* Writing or requesting articles from CAPSI UBC Council Executives on an as-needed basis for the CAPSI UBC microCAPSIL newsletter
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Responsible for updating and maintaining the CAPSI Local Council website (www.capsiubc.com), including but not limited to meeting minutes, council position profiles, events, editions of the CAPSIL, opportunities and competitions and awards~~
* ~~Responsible for updating and maintaining the CAPSI UBC Facebook Page, including but not limited to meeting minutes, council position profiles, events, editions of the CAPSIL, opportunities and competitions and awards~~
* ~~Ensure that fees to run the website are paid on time each academic year~~
* ~~Assist the CAPSI Senior in soliciting sponsorship for the website through advertisement~~
* ~~Write or request articles from students for our national CAPSI newsletter (CAPSIL) which has three issues per year. Aim to submit at least one article per issue.~~
* ~~Liaise with the national CAPSIL Editor and be responsible for printing and distributing the CAPSIL to UBC pharmacy students.~~
* ~~Create and send bi-monthly newsletter to CAPSI members.~~

## ~~3.2.12~~ 3.2.11 CAPSI First Year Representative

DUTIES:

* Promoting and selling CAPSI membership to first year pharmacy students
* Ensuring first year General Student Members receive their membership paraphernalia upon registration
* Updating the first year CAPSI membership list on a monthly basis
* Announcing CAPSI events and initiatives to first year pharmacy students
* Participating in the Awards Committee to determine a recipient for applicable awards
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Promote and sell CAPSI memberships throughout the year and update the membership list accordingly~~
* ~~Make announcements and forward emails/facebook invites to the class regarding all CAPSI sponsored events, and encourage participation at these events~~
* ~~Organize CAPSI Jeopardy with the help of the CAPSI Junior – sign-up sheets, slides, prizes, pictures and the actual game~~
* ~~Promote Professional Development Week (PDW) to students, attend PDW meetings, assist the PDW Fundraising Chair, and assist the CAPSI Junior with registration of participants~~
* ~~Working with the 2nd, 3rd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget~~

## ~~3.2.13~~ 3.12.12 CAPSI Second Year Representative

DUTIES:

* Promoting and selling CAPSI membership to second year pharmacy students
* Ensuring second year General Student Members receive their membership paraphernalia upon registration
* Updating the second year CAPSI membership list on a monthly basis
* Announcing CAPSI events and initiatives to second year pharmacy students
* Organizing the Compounding Competition
* Participating in the Awards Committee to determine a recipient for applicable awards
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Promote and sell CAPSI memberships throughout the year and update the membership list accordingly~~
* ~~Make announcements and forward emails/facebook invites to the class regarding all CAPSI sponsored events, and encourage participation at these events~~
* ~~Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates~~
* ~~Provide support, insight and knowledge to the current Senior and Junior~~
* ~~Organize the compounding competition with duties including but not limited to room bookings, finding judges, promoting the competition, executing the actual competition with the help of volunteers, etc~~
* ~~Working with the 1st, 3rd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget~~

## ~~3.2.14~~ 3.2.13 CAPSI Third Year Representative

DUTIES:

* Promoting and selling CAPSI membership to third year pharmacy students
* Ensuring third year General Student Members receive their membership paraphernalia upon registration
* Updating the third year CAPSI membership list on a monthly basis
* Announcing CAPSI events and initiatives to third year pharmacy students
* Organizing the Patient Interview Competition
* Participating in the Awards Committee to determine a recipient for applicable awards
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Make frequent announcements in their classes regarding CAPSI events~~
* ~~Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates~~
* ~~Provide support, insight and knowledge to the current Senior and Junior~~
* ~~Organize the Patient Interview Competition (PIC) with duties including but not limited to room bookings, finding judges, videotaping, promoting the competition, executing the actual competition with the help of volunteers~~
* ~~Working with the 1st, 2nd, and 4th Year Representatives to organize at least one membership exclusive event per term within the allocated budget~~

## ~~3.2.15~~ 3.2.14 CAPSI Fourth Year Representatives (2)

DUTIES:

* Promoting and selling CAPSI membership to fourth year pharmacy students
* Ensuring fourth year General Student Members receive their membership paraphernalia upon registration
* Updating the fourth year CAPSI membership list on a monthly basis
* Announcing CAPSI events and initiatives to fourth pharmacy students
* Organizing the Student Literacy Challenge (SLC) and other competitions if feasible
* Participating in the Awards Committee to determine a recipient for applicable awards
* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives in first term, and be able to maintain communication via email while on rotations second term~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Making announcements in their classes regarding CAPSI events, updates, and initiatives~~
* ~~Promote CAPSI local and national events, projects and initiatives and disseminate the required information to classmates~~
* ~~Provide support, insight and knowledge to the current Senior and Junior~~
* ~~Term 1 Representative is responsible for organizing both the Over-the-Counter (OTC) medication competition with duties including but not limited to room bookings, finding judges, promoting the competition, executing the actual competition with the help of volunteers, etc. and the Student Literary Challenge (SLC) with duties including but not limited to finding judges and promoting the competition in order to get maximum number of entries for the competition~~
* ~~Working with the 1st, 2nd, and 3rd Year Representatives to organize at least one membership exclusive event per term within the allocated budget~~

## ~~3.2.15 Community Education Coordinator~~

*~~DUTIES:~~*

* ~~Attend weekly local CAPSI meetings and support local CAPSI initiatives~~
* ~~Help CAPSI Local Council in any way needed (i.e.: announcements, competitions, e-mails, PDW, PAM, etc)~~
* ~~Actively participate in all of CAPSI national and local activities, projects and initiatives~~
* ~~Promote the opportunities for Pharmacy Students to use their knowledge to benefit the community through community presentations such as Katy’s Kids, Tobacco Alert and the Teva hand washing Program~~
* ~~Organize first year orientations in collaboration with the Faculty of Pharmaceutical Sciences~~
* ~~Organize information sessions at high schools to tell students more about pharmacy, the program UBC has and the application process as well as educational sessions for general public about various health topics~~

# CHAPTER 8.0 – FINANCES

## 8.1 ~~Annual Fees~~ Membership Fees

##

~~Membership fees will be as follows, unless otherwise determined through at least two thirds (2/3) majority vote by the National General Council:~~

* ~~General Student membership fee -~~ **~~$80.00~~** ~~for the entire four (4) years of the program~~
* ~~CAPSI UBC sends membership fees to CAPSI National every year based on the following equation:~~

~~# of total active members x 12 = amount sent to CAPSI National~~

The membership fee for General Student Members shall be a one-time cost of $80.00 (for first year students), $60.00 (for second year students), $40.00 (for third year students) and $20.00 (for fourth year students), which entitles the member to benefits for their entire undergraduate program. This fee is subject to change following the decision of the CAPSI UBC Council.

The CAPSI UBC Council shall send a portion of the General Student Membership fees to the CAPSI National Council. This fee is subject to change following the decision of the CAPSI National Council.

## 8.2 Budget

~~This role falls under the portfolio of the local treasurer. They will be managing the incoming and outgoing expenses. It will be his/her job to determine what projects, reimbursements, etc are in the budgetary means to fund.~~

The annual budget must be balanced and determined by the Treasurer and CAPSI Senior Representative with the assistance of the Vice-Treasurer and CAPSI Junior Representative.

Any new initiatives or events must have its budget approved by the Treasurer and CAPSI Senior Representative at least two (2) weeks prior to the event.

The fiscal year shall run from April 1 to March 31.

## 8.3 Reimbursement Policy

##

## ~~8.3.1 Reimbursement Procedure~~

~~Before any initiatives, office supplies or travel be reimbursed, it must first get approval from both the local treasurer, and the Senior representative. In order to be fully reimbursed, the individual must follow the procedure set forth in this reimbursement policy (which follows the reimbursement policy set forth by the National CAPSI council). Expenses incurred by members of CAPSI Local Council during the conduct of their office including, but not limited to, transportation, accommodations, conference registrations, photocopying, postage, and telephone costs shall be reimbursed following approval by the process. The annual sum of this reimbursement shall not exceed the budgetary limitation as approved in the Association’s annual budget.~~

Each individual is responsible for all expenses up front and will be reimbursed by the Treasurer through the AMS Finance Department. In situations in which the individual is unable to cover the expenses, they may contact the Treasurer to have the AMS Finance Department write a cheque on behalf of CAPSI UBC.

All expenses to be reimbursed must be accompanied by the Reimbursement Form and a receipt. If the expense was incurred through a credit card, a credit card statement will also be required for the reimbursement. If a receipt is unavailable, the Treasurer must have two (2) members of the CAPSI UBC Council sign off on the Reimbursement Form before it may be processed for reimbursement.

It is each individual’s responsibility to pick up their reimbursements, which may be obtained from the AMS Finance Department in the AMS Student Nest. Any cash reimbursements not picked up within 6 months will be returned back to the CAPSI UBC account and will not be reissued. Any cheque reimbursements not picked up within 6 months may be at risk of being stale-dated and will not be reissued.

All reimbursements must be submitted to the Treasurer within thirty (30) days of the event unless there are extenuating circumstances. Furthermore, all reimbursements must be paid within the fiscal year the expense was incurred in, including conference expenses for the CAPSI Senior and Junior Representative.

~~Each individual is responsible for paying for all expenses up front, including administration, registration, travel and accommodations unless otherwise stated. Individuals eligible for reimbursement must attach all original receipts to their completed claim form for reimbursement and forward to the Treasurer within 30 days of the event with an exception of summer events. Any reimbursement forms for events that happen during the months of May – August must be submitted by September 30th of the same year. A claim is considered “complete” when there is a filled out reimbursement form with all appropriate receipts attached. The Treasurer should strive to have the forms submitted to AMS for reimbursement within 5 business days of receiving “complete” claims.~~

~~Likewise, it is each individual’s responsibility to pick up reimbursements from the AMS Office and cash cheques within six months of when they are written or risk forfeiting the reimbursement due to the cheque being “stale-dated”. Individuals are responsible for their reimbursement cheques. Lost or stolen reimbursement cheques must be reported to the Finance Officer within six months of the cheque being written. Cheques reported beyond the six-month timeframe are also considered stale-dated and will not be re-issued (see above). For lost or stolen cheques, the Treasurer must contact the AMS and the individual is responsible for any charges incurred in that process.~~

~~Council members shall submit claims for reimbursement in a timely fashion or they risk forfeiting reimbursement from CAPSI. The CAPSI fiscal year runs from April 1 to March 31. All expenses incurred during a fiscal year must be paid in that fiscal year, with reimbursements made according to the approved budget for each fiscal year. This includes reimbursements for the CAPSI Senior and Junior Representatives for expenses incurred from attending conferences.~~

~~All CAPSI events should have their individual event breakdown of expenses and this should be submitted to the treasurer, CAPSI Senior and Junior representative 2 weeks prior to the event.~~

~~It should be followed closely and reimbursements will only be done based on the suggested budget.~~

## ~~8.3.2 Administration Costs~~

~~CAPSI Local Council has a budget for administration costs. The estimated amount is determined by the Senior and Junior Representatives, as well as the local Treasurer in drafting up the budget. The following items are examples of reimbursable for administration costs:~~

* ~~Mailing expenses (stamps, envelopes)~~
* ~~Long distance charges for CAPSI related phone calls~~
* ~~Promotional supplies (paper, markers)~~
* ~~Photocopying and printing expenses~~
* ~~Teleconference calls~~

~~All other expenses outside the ones listed will be approved under discretion of the Treasurer and the Senior and Junior Representative.~~

## 8.4 ~~Travel Expenses~~ Conference Expenses

~~The CAPSI National Council has two face-to-face meetings during the council term; the first during the PDW Conference and the second during the CPhA Annual Conference. CAPSI National provides funding to the local Senior and Junior representatives for expenses incurred to attend the both conferences since these conferences coincide with the CAPSI National meetings. CAPSI Senior representatives are required to attend both meetings, and as such will get reimbursed for travel and registration for both conferences (budget permitting). It is also mandatory for Junior representatives to attend both the PDW and CPhA conference. As such, CAPSI National reimburses the Junior representative for registration at both conferences only. Any other anticipated expenses incurred by the Junior to attend these conferences must be approved by the Treasurer and the Senior representative prior to making travel arrangements.~~

The CAPSI National Council has two face-to-face meetings during the council term; the first during the PDW Conference and the second during the CPhA Conference. The CAPSI National Council may provide reimbursements for conference expenses (registration, accommodation, travel) incurred by the CAPSI Senior and Junior Representatives. The amount of reimbursement may be subject to change depending on the National budget.

~~The Senior and Junior representatives are reimbursed to the higher of either up to a percentage of CAPSI local annual budget passed by the local council of the previous year, or 50% of total conference costs (travel, hotel, registration fee), strictly for conferences requiring mandatory CAPSI representation, which are PDW, CSHP-AGM, and CPhA. Eligible expenses for each position are subject to change from year to year based on available funding from both the Local and National Chapters. For information and current details regarding the amount covered by the National CAPSI Council, refer to their Operating Manual. In addition, the Senior and Junior Representatives are only reimbursed up to the last day of national council meetings.~~

As the CAPSI Senior and Junior Representatives are required to attend conferences to liaise with the CAPSI National Council and other external organizations, the CAPSI UBC Council shall have an annual budget available for expenses (registration, accommodation, travel) strictly for conferences requiring CAPSI representation. The following conferences shall be considered for reimbursement:

* PDW Conference
* CPhA Conference
* CSHP-AGM

CAPSI is a non-profit organization with limited resources. The CAPSI Senior and Junior Representatives are expected to utilize the most reasonable and inexpensive means of travel and accommodation when attending conferences. If the CAPSI Senior or Junior Representatives wish to stay for an extended period of time or pay for additional services (e.g. checking luggage), they must cover the additional costs themselves.

The CAPSI Junior and Senior Representatives shall be reimbursed annually for conference expenses up to a maximum of the CAPSI UBC budget allocated for conference expenses.

The CAPSI Junior and Senior Representatives shall not be reimbursed using the CAPSI UBC budget for expenses reimbursed by the CAPSI National Council.

~~If council approves the budget, such that the Senior Representative is eligible for travel expense reimbursement, the following types of travel are eligible:~~

* ~~Return air travel to and from conference city~~
* ~~Taxi/shuttle to the hotel from the airport (and return) in the conference city~~
* ~~Train\*~~
* ~~Ferry\*~~

~~\* Only if required to reach conference city from location of residence.~~

~~CAPSI DOES NOT reimburse for the following:~~

* ~~Meals~~
* ~~Extra excursions to visit family/friends or to become a tourist while in the area of the conference~~
* ~~Tips~~
* ~~Travel in home city (each council member is responsible for their own transportation to and from the airport in their home city)~~
* ~~Internet~~
* ~~Insurance~~

~~Additionally, the Treasurer may not reimburse council members for expenses incurred to attend an event until after said event. As an example, council members cannot be paid for PDW expenses until after the PDW Conference.~~

## ~~8.3.4 Conference Expectations and Individual Responsibilities~~

~~For both conferences, council members are expected to arrive the day before meetings commence, with return travel the day after the close of meetings. With regards to PDW, travel expenses would be reimbursed for Tuesday-Sunday. Since PDW is during the academic semester and due to concerns raised by the AFPC and ADPC, it is strongly advised that the Senior and Junior representative not travel outside those prescribed days to ensure they do not miss any additional time than absolutely necessary for business of the Association. As for the CPhA Conference, return travel is expected to be the last day of the conference. Should the Senior or the Junior wish to stay for the Closing Banquet and Presidential Gala, they do so at their own expense.~~

~~CAPSI is a non-profit organization with limited funding. It is the responsibility of both the Senior and the Junior representative to use the most reasonable and economically friendly means of travel and accommodation when attending conferences for council meetings.~~

~~It is each individual’s responsibility to pay for additional expenses over and above the cost of the travel ticket. For example, if the individual wishes to bring greater than the number of checked baggage included in that individual’s ticket, they are personally responsible for the additional cost. When booking travel, please be aware that the cost of additional options is not the responsibility of CAPSI. CAPSI will not reimburse council members for the cost of travel insurance, in-flight meals, or additional options or services offered by any airlines.~~

## ~~8.3.5 Registration Expenses~~

~~CAPSI National will reimburse for the full cost of early bird registration + taxes. If the Senior or Junior representative does not register prior to the early bird date, that individual will be responsible for paying for the difference of cost. Exceptions may be made only if the council member was not elected in time to meet the early bird deadline. If an exception is being requested, it must be brought to the National Finance Committee for consideration.~~

## ~~8.3.6 Accommodation Expenses~~

~~It is expected that both the Senior and Junior Representative maximize room capacity (4 council members or students to a room) when attending conferences if possible. Each council member has the option of accommodating with other council members or students from their respective schools. If a council member chooses not to have 4 to a room, then that/those individual(s) must pay for the amount over and above ¼ of the room expense eligible for reimbursement from CAPSI. Only under special circumstances where the room could not be filled, will the full accommodations be reimbursed.~~

## ~~8.3.7~~ 8.5 Competition Reimbursements

~~For competition winners that win multiple local competitions, CAPSI will provide funding up to the total amount of registration, travel and accommodations to attend PDW. Therefore, all competition winners must submit receipts for registration, travel and hotel costs to the local CAPSI representatives. The local CAPSI representatives are then responsible for ensuring that the winnings do not exceed the total cost for registration, travel and accommodations for the individual.~~

The amount of funding for each competition will be determined by the CAPSI UBC Council based on the budget and sponsorship available. In the past, CAPSI National has usually provided $250.00 for the first place winner of each competition. However, the CAPSI UBC Council has provided an additional $150.00 (for a total of $400.00) to encourage participation in the competitions and PDW attendance.

If a student wins more than one competition, the travel subsidy can be accumulated for the conference up to a maximum amount spent on PDW registration, travel, and accommodations.

All competition subsidies shall be awarded on a reimbursement basis after PDW and requires the contestant to provide a receipt for their expenses to be eligible for reimbursement.