
Student - Pennsylvania Pharmacists Association (SPPA)

Student Advisory Board (SAB) Officers and their Terms and Duties

The Officers of the SPPA shall be a Student Director East, Student Director West, Foundation Director, Chair, Vice Chair, Recording Secretary, and Corresponding Secretary, who shall be elected from the student membership in the spring of each year by the same process as the PPA officers are elected and shall serve terms of one year commencing from July 1 through June 30 of the following year. All student members of PPA are automatically part of SPPA and entitled to vote for all officers. All officers are members of the Student Advisory Board (SAB).

The Directors (East and West) shall be responsible for:

1. Attending meetings of the Board of Directors of PPA as a voting member.
2. Providing a report of the meetings to the student membership in *the Student Voice*, on student advisory board conference calls, and at conferences.
3. Representing student pharmacists interests in Pennsylvania.
4. Promoting PPA student membership.
5. Working with the student representatives and alternates and PPA staff to plan the student program track held in conjunction with PPA conferences.
6. Performing other appropriate functions related to the success of SPPA.

The Foundation Directors shall be responsible for:

1. Attending meetings of the PPA Educational Foundation Board of Directors as a voting member.
2. Providing a report of the meetings to the student membership in *the Student Voice*, on student advisory board conference calls, and at conferences.
3. Representing student pharmacists interests to the Foundation.
4. Building awareness of the Foundation and its purpose and activities.
5. Encouraging fundraising for the Foundation.
6. Promoting PPA student membership.
7. Working with the student representatives and alternates and PPA staff to plan the student program track held in conjunction with PPA conferences.
8. Performing other appropriate functions related to the success of SPPA.

The Chair shall be responsible for:

1. Presiding at meetings of the SAB and the SPPA as a whole.

2. Working with PPA to coordinate the activities of student representatives at each college of pharmacy in Pennsylvania.
3. Working with the student representatives and alternates and PPA staff to plan the student program track held in conjunction with PPA conferences.
4. Promote PPA student membership.
5. Perform other appropriate functions related to the success of the Academy.

The Vice Chair shall be responsible for:

1. Presiding at meetings of the SAB and the SPPA as a whole, when the chair is unable to attend or assisting the Chair in any meeting.
2. Working with PPA, alongside the Chair, to coordinate the activities of student representatives at each college of pharmacy in Pennsylvania.
3. Working with the student representatives, alternatives, and PPA Staff, alongside the Chair, to plan the student program track held in conjunction with PPA conferences.
4. Promoting PPA student membership.
5. Performing other appropriate functions related to the success of the Academy, as delegated by the Chair.

The Recording Secretary/Corresponding Secretary shall share these roles and be responsible for:

1. Recording minutes of the Advisory Board and Academy meetings and providing those to the PPA office for dissemination.
2. Collecting information, communicating, and working with each chapter through the Directors and Alternates especially in sharing information and gaining information for *the Student Voice*.
3. Provide assistance to the PPA staff in curating *the Student Voice* by encouraging student members to submit student written articles.
4. Assisting the Chair and Director in his/her duties and in their absence fulfilling those duties.
5. Promoting PPA student membership in collaboration with the Membership Ambassadors and PPA staff.
6. Performing other appropriate functions related to the success of SPPA.
7. Remain in collaboration with the Communications Ambassadors and PPA staff to promote PPA events, news and updates.

Expenses

Please note that at this time, PPA does not pay for reimbursement for travel expenses to either the PPA Board of Directors meetings (of which there are up to 5 per year, most are held at the PPA office) or the PPA Conferences. For the Board of Directors meetings, we will, with enough advance notice, attempt to find a member with which the student may ride.

Funding for Annual and Regional Meetings are dependent on PPA Conference budget.