

# **Pitt Student College of Clinical Pharmacy**

## **Executive Board Positions**

### ***President***

Work to ensure that the entire club is on the same page and projects are running appropriately. Oversee meetings, perform clerical duties and support the other positions in the club. Most importantly, they serve as the primary provider of the vision and mission for the organization.

### ***Vice President***

Work to facilitate project implementations with the Project Outreach Chair. They are to assist the rest of the executive team with program planning and organization outreach. If the President is not available, they are to assume their responsibilities while including the President-Elect.

### ***President-Elect***

Work with President and Vice President to ensure the organization and events are running as planned. Work with the rest of executive board to solve problems, and help to offer solutions as well as implement projects to improve SCCP. Participate and represent SCCP at various activities. Two-year commitment, which begins during the P2 year and continues in P3 year. Mentored by the President so they can smoothly transition into the position during the next year.

### ***Secretary***

They are in charge of sharing updates and events with chapter members. They moderate the Google chapter account as well as the Facebook page. They also track member attendance at various events and orchestrate the membership drive at the beginning of each school year.

### ***Treasurer***

They are in charge of balancing the chapter budget and keeping it accurate at all times. They organize our fundraisers for the organization each semester. They, along with the President, approve the spending for the organization and orders food for events based on attendance.

### ***Project Outreach Chair***

They are to oversee all project leaders (currently there are five projects) and help to implement new projects. They are in charge of getting new project events IPPE-approved and to ensure all project initiatives are being met with each specific and new event. They coordinate Dean's Theme events throughout the year and book times for information tabling across campus.

### ***Student Liaison***

They are in charge of promoting SCCP events and encouraging participation in SCCP projects to the student body. They are responsible for identifying what student members want to learn more about and helping to coordinate events that cater to their interests. This role is very versatile and you can make it your own with new ideas, collaborations with organizations, etc.

### ***Service Chair (Newest Position!)***

They will be in charge of creating or finding service opportunities for our chapter members to participate in. Collaboration with other student organization and local chapters of SCCP may assist this new executive board member. These events can be general service events or geared towards sharing clinical knowledge with local community members around the Pittsburgh area.

### ***P1 Representative***

Work with the executive board to ensure that P1 students are included in the planning, initiatives, and direction of the organization. Consideration of the P1 class encompasses small scale issues like scheduling to larger motifs, like what kind of initiatives would be most valuable to a first-year pharmacy student. They must be engaging and show initiative in garnering P1 student involvement, thus securing the continuing relevance of the SCCP through the years.