

What have I done as President Elect

Legend:

Highlighting – Anything highlighted yellow means that you should expect to do this every year.

Highlighting – Anything highlighted in turquoise will be an optional opportunity every year.

Italicized words – These are words of advice from me about what could be done better.

February / March:

- Ordered some Subway for AGM / made Facebook event.
- Created Communications Questionnaire for student feedback.
- **Constitution and Policy committee meetings.** *Would recommend planning in early February.*
- **Attended General council and Executive Council Meetings.**
- Provided support to student who was appealing a failed rotation.
- Planned Spring cleaning and reached out to Dent Shine / MSA rep's.
- **Had a sit-down meeting with Dr. Davies.**
- **Started MMF negotiations with Dallyce.**
- Assisted in the 4th year Class / Social Rep voting process.
- **Went to the RxA spring conference to meet the Board of Directors.**
- Invited all of incoming Executive Council to CoFA meeting – Via Jes Via Akanksha.
- Throw out all yearbooks greater than ooh say 5 years old from the storage locker.
- **Create email lists / facebook group chats for council and executive council.**
- **Get councillor bio's to give to the It director to update the website with.**
- **Faculty Appreciation in coordination w/ CAPSI and those who need to show appreciation.**

April:

- **First RxA BOD meeting.**
- **Changeover meeting.**
- Discussed whether or not the PPP program should cut one rotation with program coordinators.
- **Met with VPAdmin. Created email message groups, got members added to facebook page.**
- **Had Councillors fill out contact info on online excel sheet.**
- **Had councillors create a bio / photo to google doc for IT director to upload to website.**
- **APEX Awards**
- **Change Bank Account signing authority over to new president via James**
- **Meeting with fundraising director and VP finance about money.**
- **Asked Dallyce which days I needed to book off over the summer proactively. (faculty retreat/admissions committee)**
- Dealt with VPSS stuff.
- Continued MMF discussions and planning.
- **Ensure only current APSA members are on APSA members corner (delete old members or delegate task)**

May

- Send Dallyce a list of all incoming APSA councillors and officers.
- Apply for SU awards (a lot of work).
- Deal with by-elections
- Find a day for the summer retreat and start planning.
- Find candidates to sit on the PharmD implementation committee (2) and research day committee (1). Ask Dallyce if this needs to be done.

June

- Attend RxA meeting.
- Suggested candidates to be on admissions committee.
- Attend admissions committee.
- Plan Summer Retreat.
- Met with RxA employees to discuss APSA sponsorship.
- Submitted SU awards application.

July

- Updated APSA welcome letters on UAlberta Pharmacy homepage.
- GLO training (3 parts)
- Register APSA as a student group on bears den.
- Re-registered APSA as a student group
- Talked to RxA about backpacks and sponsorships.
- Sent new welcome letters to add to the website to faculty for the incoming class.
- Discussed new menstrual product initiative with Akanksha / VPSS.
- Found out APSA is being audited, waiting on further details from VPFin.

What I have done as President:

August

- (At this point I stopped filling out this form, things got overwhelming and while I intend to add some of the things I have done, there is no way I can come up with a full list).
- Chaired Summer Retreat. (Doesn't have to be in August, whenever you want it throughout summer) Recommend getting group photo. Turn this group photo into a Christmas card for sponsors (RxA, Faculty, send one to ACP, everyone of VP Fundraisings main contacts)
- Helped VP Social Plan Welcome Back BBQ (submit on Bearsden at least 15 business days in advance).
- Started in process to plan Saving Second Base / Breast Fundraiser ever (field bookings / event submission). Insurance needed for this event – contact Dallyce and she can get insurance for these types of events through the Faculty.
- Met with RxA to discuss orientation day.
- Recommend organizing Exec. / Council meeting times with VP Admin now instead of September.

September

- Organized APSA exec. And council meeting times with VP Admin for whole year.
- Worked with CRO to recruit First Year Reps / Run Elections.
- RxFactor Committee meetings
- By-Elections
- New " Social Media Officer" position creation.
- Worked with VP Finance to finalize MOU agreements with Faculty.
- Looked into annual insurance policy- better off to go through faculty, I think.
- RxA board member orientation.
- Met with RxA to debrief about orientation day and backpacks/student RxA membership.
- Multiple Lunch and Learn offers to get planned out- delegated to councillors.
- Grad Committee bank account swap. *Ask past president about bank account swap situation if grad-committee doesn't know about the two alternating grad. Bank accounts.*
- Dealt with various professionalism concerns.
- Met with ACP members to discuss how they could get more involved with the students.
- Wrote formal email to non-APSA members explaining membership benefits.
- Met with Librarian Janice Kung to discuss collaboration.
- Went to COFA meeting
- Went to SU meet and greet at Deweys.
- RxA fall conference / AGM / Fall Meeting. → now on governance committee and recruitment committee with the RxA.
- Sent RxA answers to various questions to build a profile.
- Met with Dean about budget negotiations.
- Got budget approved.
- Faculty Council Meeting.

October

- Deferred exam for sick student
- Finalized budget approval.
- Addressed professionalism concerns X 1 000 000*
- Delegated various emails from external sources to appropriate council members.
- Created and helped develop new social officer position.
- Helped facilitate transition to change number of members of the wellness committee.
- Facilitated Drugbank discussion via StartUp Edmonton.
- Helped social rep. find pricing for on campus venues.
- RxA committee meetings x2.
- Discussed AGLC necessity with Faculty members to aid SAF pharm Director in bringing in Cannabis company for Industry Trade Show.
- Tried to address lack of yearbook for class of 2019.
- Facilitated relationships between RxA and Council members.
- Helped provide RxA members dates for Advocacy Event.
- Met with Faculty Alumni correspondent to discuss alumni relations.
- Facilitated DrugBank Meeting.
- Informed VP Academic about possible future relationships with Drugbank / Followed up.

- Correspondence between SU and

November

- RxA Membership Committee meeting (teleconference).
- Signed Cheques with Michael
- Met with Dr. Bachynsky to discuss future of pharmacy.
- Helped RxA facilitate leadership event.
- Professionalism Committee Meeting
- RxFactor Committee Meeting(s)
- COFA meetings regarding potential tuition hikes.
- Looked into Post secondary cuts and developed action plan for APSA.
- Evaluated confidential documents via RxA and gave feedback.
- Coordinated Communications: faculty -students.
- Acted as liason for multiple recruiters from career fair.
- Updated BearsDen.
- Helped promote sponsorship for Independent night.
- Passed along emails and delegated tasks.

December

- **Worked with VP Finance to approve APSA Council Holiday Dinner.**
- Gave the RxA a Christmas card with a "Thank you for your continued support" message. Would recommend in the future APSA do a Christmas card with a group photo and send it to all major sponsors including faculty.
- Contributed to VP Academics ACP APSA Annual Report. (Showed to RxA at meeting).
 - o Sent Copy To RxA.
- Governance Committee Teleconference. (Was expected to read the RxA By-Laws and Policy Manual Prior to).
- Unfortunately missed RxA December meeting due to exam schedule. Caught up on meeting minutes.
- Worked with Faculty and TeamUp Science to add some pharmacy "Swag" to their attendee gift bags (FoPPS brochures). (Did not work out)
- Collaborated with Dr. Sanghera to help student who failed a rotation develop an action plan.

January

- **PDW – Prepared for and attended presidents meeting.**
- Helped RxA to Organize Leadership and Advocacy Networking Dinner / Improv. Night.
- Worked with VP Finance to get new budget items approved.
- Got motion carried to change constitution around reimbursement and notified APSA members.
- **Worked with CRO to organize a President Election Timeline.** *Recommend Starting early.*
- Met with candidates about what the role of president entails (~ 8hours worth of conversations/meetings this year).
- Was unable to attend CoFA meetings due to class conflicts. Read meeting minutes to catch up.
- Dealt with private internal disciplinary issues.
- Student Thank-A-Thon appearance.

- Discussed PILA with RxA / CAPSI representatives and decided not to take a leading role due to time commitment.
- **Did not go to Discover Governance workshops put on by SU due to time commitment. Would be a cool opportunity for future Presidents.**
- Signed up to be apart of Joel Agarwal's campaign team for President of SU. *Would recommend not agreeing to be a part of any candidates campaign team as I felt it was a conflict. Up to you though.*
- Liaised between Dr. Bachynsky and the SAF Pharm. Committee in order to start building a functional group within APSA that can talk politics and the future of pharmacy with more guidance, and potentially start with MLA outreach and Advocacy.
- Made sure those responsible for events got at least a little bit of the positive recognition they deserve.
- Went with VP Social to check out Blue and Gold Venue options and talked through the budget with VP Social and VP Finance.
- Discussed banking / account situation with VP Finance after finding out our account manager is no longer with Scotia.
- Professionalism Letter pertaining to Lunch and Learn attendance posted to APSA members corner.
- Met with Dr. Sanghera to catch up on current events and discuss what APSA can do to continue improving relations with the faculty.
- RSVP'd for RxA Spring Conference.
- Negotiated Lunch and Learn details that had been re-allocated within the budget due to poor timing.

February

- **Plan timeline / date for AGM in February so that PAM does not over-run your dates.**
- Continued planning on Leg. Tour day (IPAD). Worked with Prof. Shkrobot to change debate times.
- Met with Dr. Bachynsky to discuss ideas for the future of the SAF Pharm. Committee.
- **Worked with CRO to complete Presidential elections: Set dates, developed questions, met with candidates, counted/verified votes etc. Recommend starting general elections ASAP.**
- Tried to correlate meeting with SU President – Elects.
- More insurance talk – new rules and Dallyce took a course so she is well-informed now.
- CoFA joint statement, elected not to sign. *Advice for future Presidents would be to carefully evaluate these documents before signing – do not sign things blindly.*
- Met with Dr. Sanghera regarding preparation for PAM, and to discuss faculties position on upcoming governmental protests.
- Forwarded Award Information from external source to 4th year class rep. to distribute.
- Wrote reference Letters for APSA Awards.
- Worked with VP Social on B&G – mostly discussing budget and expenses.
- Discussed VP Fundraising position privately with current Fundraising Director.
- Liaised with RxA and advised members about the membership committee policy.
- Reached out to RxA and APSA Community Ed. Director in order to get students involved in educating schools about new Epi-Pen rules.

- Forwarded various emails from external sources to whom in council the pertain to most.

March

- Attended ACP Connect.
- RxA Strategic Planning meeting.
- RxA membership committee meeting.
- RxA Board Meeting.
- RxA Membership Committee meeting.
- Presented PPT. to SAF Pharm. Committee outlining suggestion for new direction.
- General Elections. *Would recommend to start planning with CRO the beginning of February for future years.*
- Pure Chaos. (COVID-19 Pandemic)
 - o Cancellation of everything.
 - o Switching to online classes.
 - o Discussed budget re-distribution to "Super Lounge"
 - o Etc.
- RxA Constitution and Policy Committee meeting. *Should focus on Policy Manual this year*
- Organized Faculty Appreciation Video.

April

- RxA Meeting (Skype) .
- By – Elections.
- AGM
- Meeting with Faculty (zoom)
- Students w/ failed rotations situations (supporting them as best as possible).
- Followed up on 4th year licensing situation with both RxA and ACP.
- Created Transition Document(s)
- Discussed unspent money / refunds with Student Services.