



Alberta Pharmacy Students Association
2-35 Medical Science Building
VP Administration

Fall 2023 Semesterly Report

General Tasks:

- Attended General council meetings or Executive council meetings (alternate weekly) and took meeting minutes
- Attended Student Services-Executive meeting bi-weekly for communication with Student Services
- Gathered agenda items and created the agenda for both the general or executive council meetings weekly
- Checked General APSA email at least once a week (if not daily)
- Booked rooms for councilors as requested for events
- Responded to inquiries from council members, students, and organizations accordingly
- Forwarded emails for events/resources to APSA Members' Corner as relevant

April

- Worked with the outgoing VP Admin on the in-person mandatory EOT training session
- Transition Meeting with predecessor, Alyna Datoo
- Sent out welcome emails to the new council with access to council resources
- Collected contact information for all of new council on a Google Sheet
- Scheduled summer executive council meetings (biweekly)

May & June

- Worked with CRO and President to determine committee application opening date
- Worked with IT Director, Publication Director and President to collect changes for APSA website

July

- Released APSA affiliated group applications
- Contacted President, CAPSI and CSHP for welcome letters to first years on behalf of Student Services
- Requested biographies and images for website from council and fall office hours
- Requested Publication Director to make composite photo for updating website and for Faculty Student Handbook
- Designed infographic for APSA member benefits

August

- Established event planning documentation for council
- Submitted annual budget request to VP Finance
- Removed the Class of 2023 from APSA Members' Corner
- Removed all previous APSA Council from Councilor resources (Facebook and Drive)
- Prepared meeting agenda for Summer Retreat Meeting
- Presented APSA member benefits at First Year APSA Orientation Day
- Collected room booking requests for September

September

- Printed calendar infographic made by VP Social Co-chairs and posted in PBLs
- Posted membership infographics and events calendars in PBLs
- Monitored membership purchasing with VP Finance/Finance Jr as required to send out welcome emails to new APSA members and approved entry to APSA Members' Corner Facebook group
- Contacted Constitution and Policy Committee Members with introduction on plan for year

October

- Printed calendar infographic made by VP Social Co-chairs and posted in PBLs
- Implemented APSA Council Google Space trial for alternative to APSA Councilor Facebook Group

November

- Attended Town Hall hosted by Faculty
- Printed calendar infographic made by VP Social Co-chairs and posted in PBLs
- Organized APSA ECHA Storage Room and created an inventory tracker as well as established guidelines for storage room management to be reviewed by Shine Dentistry.
- VP Admin and President met with Dr. Christine Hughes twice this month on behalf of APSA

December

- Requested questions for General APSA Survey from councilors
- Collected semesterly reports from Council to have them posted on the website
- Collected room booking requests for January
- Tentatively;
 - ❑ Discussed with CRO and President regarding Winter 2023 elections
 - ❑ Worked with President to compile General APSA Survey