



Alberta Pharmacy Students Association  
2-35 Medical Science Building  
VP Admin  
Megan MacTaggart  
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## VP Admin Fall 2024 Semesterly Report

### Regular 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 daily
- Booked rooms for councilors as requested for events
- Responded to inquiries from council members, students, and organizations accordingly
- Moderated the APSA Member's Corner Discord channel
- Updated the APSA Pharmacy Google Calendar

### [September]:

- 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 Discord channel
- Contacted Constitution and Policy Committee Members with introduction on plan for year

### [October]:

- Continued to monitor membership purchasing & approving members to APSA Members' Corner Discord channel

### [November]:

- Continued to monitor membership purchasing & approving members to APSA Members' Corner Discord channel
- Assisted other councillors with hosting various Lunch & Learn events as required

**[December]:**

- Collected semesterly reports from Council to have them posted on the APSA website
- Collected room booking requests for January