



Alberta Pharmacy Students Association  
2-35 Medical Science Building  
VP Administration  
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## VP Administration Fall 2025 Semesterly Report

### Regular Tasks:

- Prepare Executive Council and General Council meeting agendas and meeting minutes
  - Send out weekly call for agenda items
- Attend biweekly Executive Council and General Council meeting
- Attend monthly meetings with the Dean of the Faculty of Pharmacy and Pharmaceutical Sciences
- Attend Monthly Student Services with Executive Council meetings
- Manage APSA's email account
  - Answering inquires and connecting those who have reached out with the appropriate councillor
- Manage APSA's Google Drive
- Manage APSA's Google Calendar
- Book rooms for APSA events
- Manage APSA's discord

### May-August:

- Collaborated with the APSA President to host the Summer Retreat for APSA councillors and officers
- Aided in the transition of new councillors and officers into their role
  - Sending welcome emails and providing access to APSA resources
- Compiled APSA affiliated club renewal applications
- Ensured councillors and officers completed EOT
- Attended a workshop for new event submission platform, Rubric
- Supported VP Socials during orientation

### September-December:

- Monitored new APSA membership in collaboration with VP Finance
  - Sent out welcome emails and added members to APSA Discord
- Attended the SRA Summit on behalf of APSA
- Attended the Interdisciplinary Networking Event for Student Club & Association Executives on behalf of APSA
- Attended the Women's Health Social on behalf of APSA
- Volunteered for the Dr. John A. Bachynsky Lecture in Pharmacy

- Compiled Semesterly Reports