

**Throughout the Semester:**

- Attended general and executive council meetings weekly
- Created virtual meeting links for general and executive council meeting
- Gathered agenda topics and created the agenda for general and executive council meeting
- Took and published meeting minutes for general and executive council meeting
- Created APSA meeting infographics monthly and posted them to APSA Members' Corner
- Kept the APSA Calendar up to date with event
- Monitored APSA Members' Corner
- Managed the APSA email, responding as appropriate and forwarding emails to the appropriate people
- Monitored the APSA anonymous feedback form
- Assisted councilors and officers with questions about the constitution, policies, and procedures
- Kept APSA accountable to the constitution

**January**

- Organized Winter Office Hours
- Attended an Assessment Committee meeting
- Attended Class of 2024 White Coat Ceremony
- Met with Dallyce regarding a student concern
- Walked a student through the process of applying for APSA Club Affiliation status

**February**

- Helped plan the Presidential Forum
- Created and moderated the anonymous Google form for the Presidential Forum
- Answered questions about the role of VP Administration from potential successors
- Met with a student in regards to LGBTQ+ and APSA and guided them through the process of applying for APSA Club Affiliation status
- Attended RxA/APSA Leadership Night

**March**

- Helped in the planning and organization of the AGM
- Collected constitution suggestions from APSA councilors and officers
- Sat on the Constitution and Policy Committee to update the constitution and policy manual
- Collected semesterly council reports to be posted on the website
- Helped councilors and officers complete their transition documents
- Answered questions about the role of VP Administration from potential successors
- Communicated timeline for transition to current councilors and officers, as well as students
- Attended an Assessment Committee meeting
- Planned and organized the APSA Spring Changeover Meeting
- Collected yearly summary reports from all APSA affiliated clubs

**To-Come**

- Help with transition to incoming council
- Post my last monthly infographic
- Transition my role to my successor

Sincerely,



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Alberta Pharmacy Students'  
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