**Purpose:**

This document gives a general outline of the responsibilities for each student organization officer/class officer position available at SUCOP.

*Minimum Requirements:*

See [SUCOP Student Handbook](http://pages.sullivan.edu/pharmacy/pdf/Student-Hand-Book.pdf)

*Elections:*

Elections will be held twice per year with oversight from the Office of Student Affairs.

**Class Officers**

Purpose of Class Officers:

To be the liaison between SUCOP faculty/staff and the students.

Responsibilities of the **Class President**:

* Schedule Class Officer meetings
* Coordinate preceptor appreciation events/gifts
* Be a conduit between students and faculty/staff

Responsibilities of the **Class Vice President**:

* Assist the Class President with their responsibilities
* Fill in for the Class President when they are absent
* Attend all student government meetings
* Take all notes during student government meetings
* Post all notes and documents from student government meetings
* Set up and find sponsors for Jeans Day

Responsibilities of the **Class Event Coordinator**:

* Schedule mixers at the beginning of each quarter
* Help with Preceptor appreciation gifts
* Work with the Faculty Event Coordinator to coordinate treats day
* Pick up supplies/food for treats day
* Communicate with students what events are coming up
* Participate in orientation for new students
* Help with White Coat Ceremony

**PILLARS of Healthcare**

Purpose of PILLARS:

The purpose of PHc shall be to bring together several chapters under one umbrella to promote interprofessional partnerships, development, and outreach. The organizations that fall under Pillars of Healthcare are : AMCP, APhA, NCPA, SSHP, Pharmacy Tech Club and the student Physician Assistant group. Please see chart for organization structure: <http://sullivan.edu/wp-content/uploads/2017/01/umbrella-org-organizational-chart.pdf>

Responsibilities of the **PHc President**:

* Coordinate and execute a minimum of 4 chapter meetings and 4 leadership meetings (one during each quarter)
* Assist the class President in execution of class elections
* Serve on the Co-Curricular committee as the PHc Representative
* Communicate and collaborate directly with the core structure
* Maintain a professional environment and encourage classmates to participate in meetings, volunteer work, and interprofessional events

Responsibilities of the **PHc** **Vice President**:

* Assist the PHc President in execution of a minimum of 4 chapter meetings and 4 leadership meetings (one during each quarter)
* Communicate and collaborate directly with the Special Interest Groups (SIGs)
* Execute chapter or leadership meetings in the absence of the president

Responsibilities of the **Vice President of Records and Reports**:

* Maintain a roster of all PHc members
* Record absentees at all leadership meetings
* Record the minutes of all leadership meetings and post them accordingly
* Keep a record of all proposed bylaw changes

Responsibilities of the **Vice President of Finance**:

* Coordinate and facilitate the approval of a yearly budget
* Present budget report at each officer meeting
* Update reimbursement policy as needed

Responsibilities of the **Vice President of Media and Public Relations**:

* Organize and edit The Quarterly Dose newsletter to be completed and approved by week four of each quarter
* Maintain and update PHc bulletin boards in the glassroom
* Maintain a database of images from each PHc organization via Google Drive
* Manage social media page for PHc

Responsibilities of the **Vice President of Fundraising and Social Events**:

* Organize and coordinate two large fundraising events
* Organize and coordinate at least one small fundraiser each year
* Plan an end of year (EOY) reception for all PHc members

Responsibilities of the **Vice President of Membership**:

* Organize membership drive and submit dues to national organizations

***Organizations in Pillars***

**Academy of Managed Care Pharmacy:**

Purpose of AMCP:

To encourage the education and support the advancement of managed care pharmacy

Responsibilities of the **AMCP President**:

* The President shall preside at all the meetings of the members and the Student Chapter Officers, and shall from time to time perform such other duties as the Student Chapter Officers shall designate.

Responsibilities of the **AMCP Vice President**:

* Assist the AMCP President with their responsibilities
* Fill in for the AMCP President when they are absent

**American Pharmacist Association Academy of Student Pharmacist:**

Purpose of APhA-ASP:

To encourage and promote the development of student pharmacists through local events, professional advocacy, and local, regional, and national KPhA/APhA meetings.

Responsibilities of the **APhA-ASP President**:

* Organize annual Patient Counseling Competition (President-Elect/Vice-President Elect)
* Coordinate and schedule volunteers at the Family Community Clinic
* Promote attendance at all local KPhA meetings, annual Midyear Regional Meeting (MRM), and annual APhA conference
* Attend all KPhA board meetings as a voting board member
* Organize annual legislative day in Frankfort in collaboration with UK

Responsibilities of the **APhA-ASP Vice President**:

* Maintain a running annual budget for the organization
* Assist president in all duties pertaining to organization of events
* Promote attendance at all local KPhA meetings, annual Midyear Regional Meeting (MRM), and annual APhA conference
* Serve as board member of JCAP

**National Community Pharmacists Association:**

Purpose of NCPA:

The purpose of the Student Chapter is to provide a forum for pharmacy students to learn about and support the mission and objectives of NCPA, including the many career opportunities available in independent pharmacy practice through an affiliation with NCPA.

Responsibilities of the **NCPA President**:

* Keep PHc members updated on NCPA events
* Monitor the NCPA Facebook page
* Submit updates to Vice President of Media and Public Relations

Responsibilities of the **NCPA Vice President:**

* Assist the NCPA President with their responsibilities
* Fill in for the NCPA President when they are absent

**Student Societies of Health-System Pharmacy:**

Purpose of SSHP:

The purpose of SSHP is to promote health-systems pharmacy practice and residency preparedness to SUCOP students and to communicate the interests of both KSHP and ASHP.

Responsibilities of the **SSHP President**:

* Organize activities to maintain compliance with yearly SSHP Chapter Recognition
* Promote and attend KSHP Spring & Fall meetings
* Communicate with KSHP board of directors for collaboration on events and opportunities
* Distribute information regarding events and opportunities of ASHP
* Promote careers and engagement in advocacy and health-systems pharmacy practice

Responsibilities of the **SSHP Vice President:**

* Assist the SSHP President with their responsibilities
* Fill in for the SSHP President when they are absent

***PILLARS Special Interest Groups***

Responsibilities of **Operation Heart & Diabetes, Chiar**:

* + Organize health fairs and educational events throughout each quarter.

Responsibilities of **Operation Immunization, Chair**:

* + Organize the schedule for the interprofessional committee to post on the WhyNotFlu social media sites.
  + Organize at least one large flu shot clinic per year.

Responsibilities of **Operation Protect Yourself, Chair**:

* + Communicate with local high schools to schedule dates for STI education events
  + Ensure that material is packed for STI education events and work with the advisor to secure volunteers for each event

Responsibilities of **Generation RX, Chair**:

* + Organize guest speakers for the Speaker Series.

Responsibilities of **Mental Health, Chair**:

* + Create an event that partners with a non-profit organization and promotes mental health awareness and overall emotional well-being.

Responsibilities of **Policy and Advocacy, Chair**:

* + Stay up to date on National, State, and Local policy pertaining to pharmacy and communicating that information with students

**Other SUCOP Student Organizations**

**American Association of Pharmaceutical Scientists**

Purpose of AAPS:

To create a professional pharmacist with exposure to various AAPS association activities for the development of his well-rounded personality

Responsibilities of **AAPS Chair**:

* + Hold meetings with officers.
  + Make agendas of what will be covered during the meetings.
  + Work with officers and the chapter’s advisor to plan annual events.
  + Participate in conference calls with AAPS.
  + Attend an annual AAPS meeting for chapter Chairs.
  + Attend meetings for organizations at SUCOP as scheduled.
  + Make sure that officers know their responsibilities.
  + Conduct the chapter’s activities.
  + File the annual report and chapter renewal by June.

Responsibilities of **AAPS Vice Chair**:

* + Shadow and assist the Chair.
  + Be in charge of at least one event and one chapter meeting in order to prepare for the transition process.

Responsibilities of **AAPS Treasurer/ Secretary:**

* + Deposit checks
  + Update monthly bank statements in the AAPS binder and monitor the bank account balance.
  + File the annual finance report by June.
  + Take minutes during chapter meetings.
  + Keep the chapter binder organized and up to date for accreditation purposes.

**Christian Pharmacists Fellowship International**

Purpose of CPFI:

Promote Fellowship Events to strengthen student bonds and cultivate new CPFI membership. Cultivate an environment for Spiritual Development. Provide Support and Opportunities for Service (home and foreign missions) and foster fundraising events to support these projects.

Responsibilities of **CPFI President**:

* + Oversees all events, teams, and committees
  + Prepares meeting agenda and leads officer meetings
  + Seeks to stimulate spiritual growth and regularly commits to prayer for chapter
  + Communicates with CPFI student chapters within the area
  + Represents CPFI at SUCOP SGA leadership meetings

Responsibilities of **CPFI Vice President/National Student Council Representative**:

* + Assists President; Assume the role when needed
  + Leads recruitment of new members and attempts to increase retention rate
  + Order annual orientation fundraiser
  + Leads the Operation Christmas Child shoebox drive and works with event coordinator
  + Calls officer meetings to order and begins with prayer
  + Responds to email communication from NSC chairperson and communicates NSC announcements to the chapter
  + Updates chapter on events such as CPFI Annual Meeting, CPFI Annual Student Retreat, Regional student retreats, and prayer breakfasts

Responsibilities of **CPFI Secretary/Treasurer**:

* + Takes notes during officer meetings
  + Uploads meeting minutes online to Google Drive/Sharepoint
  + Keeps a record of current paid members
  + Inputs student members into National Membership system
  + Manages chapter funds (PNC Bank, 2901 Bardstown Road): keeps a log of chapter accounts, procures money from petty cash, handles receipt of refund checks, and assists in distributing any chapter funds raised for mission trips
  + Collects student membership applications (assures accuracy) and dues
  + Chapter dues $16.01, National dues $30
  + Collects and deposits chapter dues and maintains records
  + Assists with election meeting by providing records to assure a quorum is present and members in good standing are allowed to vote

Responsibilities of **CPFI Event/Belize Coordinator**:

* + Plans and organizes fellowship activities
  + Plans and organizes community outreach events, ex. Belize
  + Maintains bulletin board
  + Designs flyers for each event
  + Makes announcements for fundraisers and chapter activities
  + Posts pictures and announcements on Facebook page
  + Assists other officers with their duties

**Kappa Psi**

Purpose of Kappa Psi:

* To conduct a professional fraternal organization for the mutual benefit of its members
* To develop industry, sobriety, and fellowship
* To foster high ideals, scholarship, and pharmaceutical research
* To support all projects which will advance the profession of pharmacy and to actively participate in them
* To inspire in its members a deep and lasting pride in their Fraternity and in the profession of pharmacy
* To render such other services to its members and its profession feasible and in accordance with the constitution and bylaws of the Fraternity

Acceptance into Kappa Psi:

* Students Presently enrolled at SUCOP
* Must attend the pre-determined amount of Rush events
* Must complete Pledge Process
* Membership is for Life
* Must pay all Dues/Fees

Responsibilities of **Kappa Psi Regent**:

* + Organize Chapter Meetings and Executive Board Meetings
  + Enforce the By-Laws
  + Cast deciding Vote when the Chapter is equally divided on an issue
  + Appoint all Committees
  + Keep Rituals under Lock and Key

Responsibilities of **Kappa Psi Vice Regent**:

* + Perform the Duties of Regent when absent
  + Be a member of all committees of the Chapter

Responsibilities of **Kappa Psi Secretary**:

* + Keep a record of the names and addresses of all Members of the chapter
  + Keep accurate records of the proceedings of all Chapter Meetings
  + Keep attendance at all Meetings and Events
  + Submit all reports required by the Executive Director to the Central Office
  + Report all new members to the Central Office within 7 days
  + Report all newly elected officers to the Central Office within 7 days

Responsibilities of **Kappa Psi Treasurer**:

* + Receive all monies due to the Chapter and/or the Grand Council
  + Disburse all monies necessary to satisfy the obligations of the Chapter
  + Keep an accurate accounting record
  + Report the financial condition of the chapter at each meeting
  + File Taxes annually

Responsibilities of **Kappa Psi Chaplain**:

* + Shall supervise the instruction and work of the Ritual
  + Conduct all appropriate services designated by the Regent

Responsibilities of **Kappa Psi Sergeant at Arms**:

* + Enforce the constitution and By-Laws of the Fraternity
  + Preserve Order at all Meetings

Responsibilities of **Kappa Psi Pledge Educator**:

* + Promote the Chapter to those interested in joining
  + Act as educator to the Pledge Class and preparing pledges to join Kappa Psi
  + Enforce all orders of Initiation with assistance of the Chaplain

Responsibilities of **Kappa Psi Historian**:

* + Submit a Chapter Newsletter for each issue of THE MASK
  + Report to the Central Office significant and/or historical activities
  + Ensure each member of the Chapter receives a copy of THE MASK
  + Maintain the Chapter's Quarterly Newsletter and distribute it
  + Maintain the Chapter's Bulletin Board
  + Create Chapter Report Video For Province Assemblies
  + Submit articles for the Quarterly Dose

**Lambda Kappa Sigma**

Purpose of LKS:

* + To promote the happiness and usefulness of its members
  + To create a center of enjoyment, friendship and culture
  + To encourage a high standard of professional ethics and scholarship
  + To promote the profession of pharmacy among women

Acceptance into LKS:

* + A student presently enrolled in SUCOP
  + Membership in this Fraternity shall be for life.
  + Member must pay dues to the Fraternity
  + Men and women are welcome to join

Responsibilities of **LKS President**:

* + Oversee the entire Alpha Omega Chapter of SUCOP
  + Coordinate and conduct organization’s meetings
  + Delegate organizational responsibilities
  + Has the ability to sign checks and be present on the bank account
  + Attend all SGA meetings, President monthly organization meetings, or delegate an alternate representative if unable to attend
  + Attend annual convention if possible

Responsibilities of **LKS Vice President**:

* + Coordinate and execute new member recruitment for the incoming class at orientation
  + Conduct new member education meetings for the interested members
  + Coordinate meetings, teach core concepts and values of Lambda Kappa Sigma, evaluate new members, attend initiation
  + Plan sisterhood events to unite the current and new members of Lambda Kappa Sigma
  + Assist the President in any matter that is necessary; attend meetings if the President is unable
  + If President cannot fulfill duties, be prepared to take over in the time of need

Responsibilities of **LKS Secretary/Treasurer**:

* + Provide a written record of agreed upon decisions, achievements, and updates from each meeting
  + Meeting minutes are later referenced when submitting the Blue and Gold Triangle submissions biannually
  + Exhibit traits of being very organized, independent, and flexible
  + Preside over the Historian and Public Relations committees
  + Collect all dues and other chapter fees
  + Manage the bank account and pay bills
  + Submit a report at the end of each quarter covering all receipts and disbursements
  + Request funds from the Student Government Association or any other entity required
  + File taxes on behalf of LKS

Responsibilities of **LKS Fundraising Chair**:

* + Head of the fundraising committee
  + Plan chapter fundraising activities
  + Update chapter members on fundraising efforts
  + Assists with speaker series

**Phi Lambda Sigma**

Purpose of PLS:

The purpose of the Chapter shall be the encouragement, recognition and promotion of leadership within the profession of pharmacy. Special attention shall be given to the development of leadership qualities.

Student Membership into PLS:

Individuals who meet the following criteria shall be deemed eligible for election into student membership in the Delta Xi Chapter.

* Students of high moral character who have demonstrated leadership and service in the advancement of the profession.
* Individuals to be considered for membership must meet the following conditions:
  + Shall have completed at least one professional year enrolled in Sullivan University College of Pharmacy.
  + Shall be deemed in good academic standing, having accumulated an overall scholastic grade point average of 2.50 on a 4.00 grading system.
  + Shall be active members in various organizations at Sullivan University College of Pharmacy.
  + Shall not have record of disciplinary or professionalism concerns on file with the Office of the Dean.

Student Application and Selection into PLS:

* Selection for membership from the student body shall take place once per year.
* Applying candidates must submit an application and current CV by the established deadline detailing their qualifications for consideration by the voting membership.
* All applicants shall be reviewed by the chapter advisor before voting and selection to ensure academic and professional standards are met.
* The number of students selected will be based on a percent of the class size. There will be up to 15% selected from the second year students and up to 5% from the third year students (number will be rounded to the higher number if applicable).
* The slate of candidates will be selected and approved by a three-fourths majority vote of the student membership.
* The selection process is to be kept confidential and all candidates should be notified detailing the outcome of their application. Those applicants who were not accepted for membership should receive a letter encouraging them to continue their leadership activities.

Responsibilities of **PLS President**:

* + The President shall perform such duties as usually pertain to the office of President and as assigned by the Faculty Advisor.
  + The President shall plan and preside over all officer and chapter meetings and create and upload agendas prior to each meeting.
  + The President will serve as the liaison between Phi Lambda Sigma and the Class Officers. This includes attending applicable campus organization meetings.

Responsibilities of **PLS Vice President**:

* + The Vice President shall perform such duties as usually pertain to the office of Vice President. In the absence of the President, the Vice President shall be the presiding officer.
  + The Vice President shall be in charge of ordering membership and other materials from the National Office of Phi Lambda Sigma. The Vice President shall be in charge of forwarding all new membership forms to the National Office upon membership induction.
  + The Vice President shall report to the National Office the name, address and respective office for each Chapter officer following his or her induction.
  + The Vice President shall be responsible for preparing and submitting the Event Reports within 30 days after a Phi Lambda Sigma event or chapter meeting.
  + The Vice President shall be in charge of checking the Phi Lambda Sigma national website for grant and award opportunities.
  + The Vice President shall be in charge of updating and maintaining all forms of social media for the Chapter.

Responsibilities of **PLS Secretary/Treasurer**:

* + The Secretary/Treasurer shall perform such duties as usually pertain to the office of the Secretary and Treasurer.
  + The Secretary/Treasurer shall prepare minutes of each Chapter meeting and upload to SharePoint within 7 days. The minutes will be the official record of all business conducted by the Chapter.
  + The Secretary/Treasurer shall be responsible for maintaining an accurate list of members.
  + The Secretary/Treasurer shall collect all appropriate dues and work with the Vice President to send to the National Office.
  + The Secretary/Treasurer will work with the Chapter Advisor to manage finances and to maintain the Chapter bank account.
  + The Secretary/Treasurer shall prepare and submit an annual chapter report to the National Office.
  + The Secretary/Treasurer shall record attendance at all officer and chapter meetings.

Responsibilities of **PLS Professional Promotions Chair**:

* + The Professional Promotions Chair shall be selected from all current and eligible membership willing to assume the position of Professional Promotions Chair in the current academic year.
  + The Professional Promotions Chair shall be in charge of the Phi Lambda Sigma Leadership Seminar.
  + The Professional Promotions Chair shall be in charge of updating and maintaining the Phi Lambda Sigma bulletin board at Sullivan University College of Pharmacy.
  + The Professional Promotions Chair shall be in charge of maintaining the Chapter storage space located within Sullivan University College of Pharmacy.
  + The Professional Promotions Chair shall perform such duties as assigned by senior officers or the Faculty Advisor.

**Rho Chi**

Purpose of Rho Chi:

The purpose of this organization is to achieve universal recognition of its members as lifelong intellectual leaders in pharmacy. As a community of scholars, the Society will instill the desire to pursue intellectual excellence and critical inquiry to advance the profession.

Acceptance into Rho Chi:

* Are full-time students enrolled in Sullivan University College of Pharmacy
* Have completed no less than one-half of the required professional didactic coursework as defined for their degree
* Rank in the highest 20 percent of their class as determined by the college and have attained a minimum professional grade point average (GPA) of 3.0 on a 4.0 scale

Responsibilities of **Rho Chi President**:

* + Establish the agenda for Chapter meetings (in consultation with fellow officers and members) and at the appointed time, call the meeting to order after ascertaining that a quorum is present.
  + Conduct the business scheduled to come before the assembled Chapter members.
  + State and put to vote all questions that legitimately come before the Chapter members as motions and to announce the result of each vote.
  + Expedite business in every way compatible with the rights of members, including deciding all questions of order.
  + Authenticate when necessary, all acts, orders, and proceedings of the assembled membership.

Responsibilities of **Rho Chi Vice President**:

* + The Chapter Vice President, in the absence of the President, assumes the responsibilities of the President.

Responsibilities of **Rho Chi Secretary**:

* + Serve as the primary communication conduit between the Chapter Officers and Chapter membership
  + Keep a record of all proceedings (minutes) of the chapter.
  + Keep on file all Chapter committee reports.
  + Keep the Chapter’s official membership roll.
  + Notify officers, committee members and delegates of their election or appointment and furnish committees with documents required to perform their duties.
  + Maintain paper-based or electronic records in which the bylaws, special rules of order, standing rules and minutes are entered
  + Prepare, in consultation with the presiding officer, an order of business for each meeting.

Responsibilities of **Rho Chi Treasurer**:

* + Prepare the budget for the year
  + Make a full financial report annually or as prescribed

Responsibilities of **Rho Chi Historian**:

* + Together with the Chapter Secretary, prepare and submit the Chapter’s Annual Report to the Society’s National Office, and maintain a narrative or photographic archive of significant chapter activities