

Executive Committee Positions

President

Objectives

- To provide strong, efficient and effective leadership for the club.
- To ensure the club is compliant in all areas of governance and is run efficiently in order to support the club's objectives and activities.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable environment for all club members.
- Communicate with NAPSA branches and the pharmacy faculty.

Attributes

- Leadership skills
- Highly organised
- Good communication skills (written & verbal)
- Sound operational knowledge of the club
- Relationship-building & conflict management skills
- Attention to detail

Responsibilities

- Ensure committee members fulfil their responsibilities to the club and its members.
- Consult with the secretary regarding the business to be conducted at each Committee meeting and General meeting.
- Act as the spokesperson of the committee and the “voice” of the club when dealing with governing bodies & external stakeholders.
- Report activities of the club to the membership at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake specific tasks at the request of the Executive or General Committee.

Relationships

- Reports to the Curtin Student Guild, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee members and other club volunteers.

Accountability

- The President is accountable to the Members and the Committee.
- Provide a report on portfolio operations to the monthly Committee meeting.
- Seek ratification from the Committee prior to committing the club to any financial expenditure or action.

Vice President (optional)

Although optional, this role is important to be looked at as a 'President in training' or assistant to the President.

Objectives

- To provide support to the President in ensuring the club runs effectively.
- To act on behalf of the President in their absence or at their request.
- To provide support to the Executive and Committee members to ensure the efficient operation of the club.
- To provide a safe and enjoyable environment for all club members.

Attributes

- Leadership skills
- Highly organised
- Good communication skills (written & verbal)
- Sound operational knowledge of the club
- Relationship-building & conflict management skills
- Attention to detail

Responsibilities

- Report activities of their specific portfolio (if applicable) at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The Vice President is accountable to the President, Members and the Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Secretary

Objectives

- To maintain accurate and up-to-date records of all club documents, policies, and membership data.
- To monitor and direct incoming club correspondence as appropriate.
- To schedule all Committee and General meetings.
- To prepare agendas and take detailed minutes of all Committee and General meetings.

Attributes

- Highly organised
- Communication skills (written & verbal)
- Strong attention to detail
- Sound knowledge around governance & compliance
- Minute-taking & scheduling

Responsibilities

- Maintain on behalf of the club an accurate and up-to-date register of members, and record any change in membership.
- Schedule Committee meetings and invite all required attendees (with appropriate notice given).
- Schedule General meetings and invite all club members.
- Take full and accurate minutes of all Committee and General meetings, and publish / circulate to the relevant parties in a timely manner post-meeting.
- Monitor and address club correspondence, and report to the Committee where relevant.
- Report membership data at the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The Secretary is accountable to the President, Vice President, Members and the Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Treasurer

Objectives

- Strong accounting skills
- Strong attention to detail
- Highly organised
- Fiscally responsible
- Honest
- Good communication skills

Responsibilities

- Maintain detailed financial records, showing all income and expenditure throughout the year and describing where funds are generated and spent (and for what purpose).
- Handle all accounts payable and accounts receivable in a timely manner.

- Oversee the administration and operation of the club bank account.
- Prepare annual club budget and specific project or event budgets (if applicable).
- Prepare a detailed financial report for the Annual General Meeting.
- Assist other Committee members in their duties as required.
- Undertake tasks at the request of the President, Executive or General Committee.

Relationships

- Reports to the Curtin Student Guild, Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The Treasurer is accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Social Chair

Objectives

- Strong networking skills
- Strong attention to detail
- Highly organised
- Fiscally responsible
- Honest
- Good communication skills

Responsibilities

- Plan and organise social events for members that can allow for networking with pharmacy industry and other Curtin Guild clubs.
- Plan the annual WAPSA ball.
- Liaise with industry partners to seek sponsorship for events.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The Social Chair is accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Social Team Member

Objectives

- Creative
- Strong attention to detail
- Highly organised
- Honest
- Good communication skills

Responsibilities

- Assist the Social Chair with planning and executive social events for the club.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- Social Team members are accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Education Chair

Objectives

- Strong networking skills
- Strong attention to detail
- Highly organised
- Honest
- Good communication skills

Responsibilities

- Organise seminars and workshops that allow students to engage and network with the pharmacy industry. The events can be product based (i.e. learning about complimentary medicines), or networking style events that allow students to ask questions about different areas of pharmacy.
- Organise the annual WAPSA trade show.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- Education Chairs are accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Pharmacy Awareness Chair

Objectives

- Strong networking skills
- Strong attention to detail
- Highly organised
- Honest
- Good communication skills
- Financially responsible
- Creative

Responsibilities

- Plan and organise fund raising events for NAPSA Charity Cup and NAPSA Vampire Cup.
- Plan and organise events that raise awareness of the pharmacy profession and activities of pharmacy students.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- Pharmacy Awareness Chairs are accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Merchandise Chair

Objectives

- Strong attention to detail
- Highly organised
- Honest
- Good communication skills
- Financial responsible

- Creative

Responsibilities

- Plan and design merchandise for students to purchase and own.
- Organise the sale of merchandise.
- Raise awareness and encourage student engagement with WAPSA.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- Merchandise Chairs are accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Rural and Indigenous Chairs

Objectives

- Strong attention to detail
- Highly organised
- Honest
- Good communication skills
- Knowledge and experience of rural pharmacy

Responsibilities

- Advocate for pharmacists, patients and students of rural and First Nations backgrounds.
- Raise awareness and student engagement in rural placements.
- Increase awareness of rural pharmacy.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The Rural and Indigenous Chair is accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

International Chair

Objectives

- Strong attention to detail
- Highly organised
- Honest
- Good communication skills
- Strong networking skills
- Knowledge and experience of international student experiences

Responsibilities

- Represent international students to the university and NAPSA.
- Advocate for and create opportunities for international students.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- The International Chair is accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

Year Representatives

Objectives

- Strong attention to detail
- Highly organised
- Honest
- Good communication skills
- Strong networking skills
- Friendly and approachable

Responsibilities

- Represent their respective cohorts to the club and pharmacy faculty to advocate for the interests of their peers.
- Organise end of semester feedback surveys for peers to complete and present student feedback to the pharmacy teaching team in the Staff Student Liaison Meeting.

Relationships

- Reports to the Club President, Club Members and Club Committee.
- Acts in the best interests of the club when dealing with core stakeholders.
- Supports Committee Members and other club volunteers.

Accountability

- Year Representatives are accountable to the President, Vice President, Members and Club Committee.
- Seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.