



## Western Australian Pharmacy Students' Association

Building 306, Curtin University, Hayman Rd, Bentley, WA, 6102

Email: [wapsa@napsa.org.au](mailto:wapsa@napsa.org.au) ABN: 64624731955

### WAPSA Curtin Committee Positions

#### Position Descriptions

##### 1. 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 NAPSAs branches and the pharmacy faculty.

###### Attributes

- Strong leadership skills
- Highly organised with attention to detail
- Good communication skills (written & verbal)
- Sound operational knowledge of the club
- Relationship-building & conflict management skills

###### 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.



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#### 2. 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 with attention to detail
- Good communication skills (written & verbal)
- Sound operational knowledge of the club
- Relationship-building & conflict management skills

##### 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.

#### 3. 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.



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### **WAPSA Curtin Committee Positions**

#### **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.

#### **4. Treasurer**

##### **Objectives**

- Develop and manage the club's annual budget to support planned activities and events.
- Monitor and track all income and expenses to ensure financial stability.
- Ensure the club remains financially secure by avoiding overspending and maintaining a reserve.
- Follow university financial policies and manage funds responsibly.



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### WAPSA Curtin Committee Positions

#### Attributes

- Strong accounting skills
- Strong attention to detail
- Highly organised
- Financially 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.

#### 5. Communications Chair

##### Objectives

- To manage the club's public image and maintain a consistent and professional presence across all social media platforms.
- To promote club events, achievements, and initiatives through effective marketing and communication strategies.
- To assist the Secretary with internal communication tasks and administrative duties as needed.
- To ensure timely, clear, and engaging communication with club members and the wider community.



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### WAPSA Curtin Committee Positions

#### Attributes

- Highly organised with strong attention to detail
- Communication skills (written & verbal)
- Creative with a strong understanding of social media trends and tools
- Basic graphic design and content creation skills (e.g., Canva, Adobe, etc.)

#### Responsibilities

- Manage and grow the club's social media platforms (e.g., Instagram, Facebook, TikTok), including regular posting, responding to messages, and engaging with followers.
- Design and schedule digital marketing materials for events, initiatives, and campaigns.
- Uphold the club's branding and messaging across all public-facing communications.
- Monitor public feedback and interactions, reporting key insights to the committee.
- Undertake tasks at the request of the President or Executive Committee.

## 6. Social Chair

#### Objectives

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

#### Attributes

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



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### WAPSA Curtin Committee Positions

#### Responsibilities

- Lead and coordinate the social team to deliver high-quality events.
- Plan, organise, and oversee social activities that promote community, engagement, and inclusivity.
- Manage event logistics including venue booking, catering, entertainment, and budget allocation.
- Liaise with external partners, sponsors, and vendors to support event delivery.
- Collaborate with other committee members to ensure events align with organisational goals and the annual calendar.

#### 7. Social Team Member

##### Objectives

- Organise social activities that promote community, engagement, and inclusivity.
- Manage event logistics including venue booking, catering, entertainment, and budget allocation.

##### Attributes

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

##### Responsibilities

- Assist the Social Chair(s) with planning and executing social events.
- Contribute ideas for diverse and inclusive social activities.
- Support event setup, pack-down, and general logistics.
- Help promote events through social media, posters, and word-of-mouth.



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### **WAPSA Curtin Committee Positions**

#### **8. Education Chair**

##### **Objectives**

- Organise seminars and workshops that allow students to engage and network with the pharmacy industry.
- Organise the annual WAPSA trade show.

##### **Attributes**

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

##### **Responsibilities**

- Plan, organise, and oversee educational activities that promote learning, engagement, and inclusivity.
- Manage event logistics including venue booking, guest speakers, resources, and budget allocation.
- Liaise with academic staff, industry professionals, and external organisations to support program delivery.
- Collaborate with other committee members to ensure educational initiatives align with organisational goals and the annual calendar.

#### **9. Pharmacy Awareness Chair**

##### **Objectives**

- 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.



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#### Attributes

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

#### Responsibilities

- Plan, organise, and oversee advocacy and fundraising activities.
- Manage event logistics including venue booking, guest speakers, resources, and budget allocation.
- Liaise with academic staff, industry professionals, and external organisations to support program delivery.
- Collaborate with other committee members to ensure educational initiatives align with organisational goals and the annual calendar.

#### 10. Merchandise Chair

##### Objectives

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

##### Attributes

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



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#### Responsibilities

- Plan, organise, and oversee merchandise initiatives that promote the organisation's brand and engagement.
- Liaise with suppliers, designers, and external partners to support product delivery.
- Seek and incorporate feedback to continually improve merchandise offerings.

#### 11. Rural Chair

##### Objectives

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

##### Attributes

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

##### Responsibilities

- Plan, organise, and oversee activities that raise awareness of rural health issues and encourage engagement with rural pharmacy opportunities.
- Manage logistics including event coordination, guest speakers, resources, and budget allocation.
- Liaise with rural health organisations, industry professionals, and external partners to support program delivery.
- Collaborate with other committee members to ensure rural pharmacy initiatives align with organisational goals and the annual calendar.



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### **WAPSA Curtin Committee Positions**

#### **12. Indigenous Chair**

##### **Objectives**

- Advocate for pharmacists, patients and students of First Nations backgrounds
- Raise awareness and student engagement

##### **Attributes**

- Knowledge and experience of First Nations experiences
- Strong attention to detail
- Highly organised
- Honest and passionate
- Good communication skills

##### **Responsibilities**

- Plan, organise, and oversee activities that raise awareness of challenges for First Nation Peoples.
- Manage logistics including event coordination, guest speakers, resources, and budget allocation.
- Liaise with health organisations, industry professionals, and external partners to support program delivery.
- Collaborate with other committee members to ensure initiatives align with organisational goals and the annual calendar.

#### **13. International Chair**

##### **Objectives**

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

##### **Attributes**

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



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### WAPSA Curtin Committee Positions

#### Responsibilities

- Plan, organise, and oversee activities that raise awareness of challenges for International Students.
- Manage logistics including event coordination, guest speakers, resources, and budget allocation.
- Liaise with health organisations, industry professionals, and external partners to support program delivery.
- Collaborate with other committee members to ensure initiatives align with organisational goals and the annual calendar.

#### 14. Year Representatives

##### Objectives

- Be the everyday face-to-face representatives of WAPSA
- To increase student memberships and engagement with WAPSA
- To promote club events, achievements, and initiatives to their respective cohorts

##### Attributes

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

##### 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.
- Volunteer time and effort to support club activities where needed.



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#### 15. General Club Member

##### Objectives

- Promote a positive image of the club to the university and broader community.

##### Attributes

- Attention to detail and highly organised
- Honest
- Friendly and approachable
- Strong communication and networking skills

##### Responsibilities

- Actively participate in WAPSA meetings, events, and initiatives.
- Volunteer time and effort to support club activities where needed.
- Represent and promote WAPSA within the student body.

#### Relationships

##### President

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

##### Executive Committee

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

##### Club Committee

- Reports to the Club Executive, 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.



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### **WAPSA Curtin Committee Positions**

#### **Accountability**

##### **President**

The President is accountable to the Members and the Committee.

They must provide a report on portfolio operations to the monthly Committee meeting. They must also seek ratification from the Committee prior to committing the club to any financial expenditure or action.

##### **Executive Committee**

The Executive Committee is accountable to the President, Club Committee and Club Members.

They must seek ratification from the President and Committee prior to committing the club to any financial expenditure or action.

##### **Communications Chair**

The Communications Chair is accountable to the President, Vice President, Secretary, Treasurer and Club Members.

They must seek ratification from the Secretary or Executive Committee before publishing sensitive or high-impact content on behalf of the club.

##### **Club Committee**

The Communications Chair is accountable to the President, Vice President, Secretary, Treasurer and Club Members.

They must seek ratification from the President or Executive Committee prior to committing the club to any financial expenditure or action.