

AMCP Chapter President-Elect Responsibilities

The President-Elect serves as the second-in-command within the AMCP chapter and is the primary support to the President. This role is designed to be a preparatory position, allowing the President-Elect to gain the experience and knowledge necessary to effectively lead the chapter in the following academic year.

Key Responsibilities:

- **Assisting the President:** Actively support the President in all chapter activities, including event planning, meeting coordination, and member engagement.
- **Leadership Transition:** Work closely with the current President to understand the nuances of chapter leadership. Participate in all executive board meetings and decision-making processes to ensure a smooth transition to the presidency.
- **P&T Competition Coordination:** Collaborate with the designated P&T coordinator and other officers in the organization of the P&T Competition. This includes working on logistics, securing judges, and overseeing participant preparations.
- **Member Engagement:** Focus on engaging first-year pharmacy students (P1s) and ensure their integration into the chapter by selecting and mentoring the P1 Liaison. Help in organizing events that cater specifically to new members to foster their long-term involvement.
- **Event Planning and Execution:** Assist in planning and executing key chapter events, including the General Body Meetings, guest lectures, and social activities. Take the lead on specific projects as delegated by the President.
- **Succession Planning:** Begin preparing for the role of President by identifying potential challenges and opportunities for the chapter. Develop a strategic plan for the upcoming year, considering the chapter's goals, member feedback, and any lessons learned from the current year.
- **Chapter Collab Program:** Facilitate the AMCP Chapter Collab program through your school. Maintain communication with AMCP's Student Pharmacist Committee regarding any questions, concerns, and national event organization.

Responsibilities - Monthly Breakdown:

June/July:

- **Meet with the Current President:** Discuss goals, responsibilities, and expectations for the upcoming academic year. Gain insights into ongoing projects and start planning for a smooth transition.
- **Organize E-Board Resources:** Create and organize a new Google Drive for the Executive Board, ensuring all members have access to necessary documents and resources for the upcoming academic year.

August:

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- **New Member Outreach Preparation:** Assist in preparing for outreach efforts at the start of the academic year by collaborating with other executive board members. Update presentation slides and materials to effectively introduce AMCP to new and returning students.
- **P&T Sponsorship Letters:** Start drafting sponsorship letters with the Treasurer, focusing on early outreach to potential sponsors to secure funding well in advance.
- **Constitution Review:** Review and update the AMCP chapter constitution with the President, ensuring it reflects the chapter's current needs and goals.
- **Annual Calendar Creation:** Start building the chapter's calendar for the year. Coordinate with the President and Vice President to avoid conflicts with other student organizations' events.
- **P1 Liaison Onboarding:** Contact and onboard the new P1 Liaison. Help them set goals, understand their role, and get actively involved in AMCP activities.
- **Chapter Collab:** Assist chapter president in signing up for the Chapter Collaboration Program.

September:

- **Master Calendar Finalization:** Finalize and distribute the master calendar, ensuring that all GBM and EBM dates are communicated to chapter members.
- **Program or Event Series Planning:** Begin active recruitment for any ongoing or new programs, committees, or event series the chapter plans to host. Set dates for these activities and confirm participation from members, guest speakers, or external partners.
- **Meeting Participation:** Attend and actively participate in GBMs and EBMs. Be prepared to step in and lead meetings if the President is unavailable.

October:

- **AMCP Nexus Preparation:** Prepare and distribute materials for the AMCP Nexus. Assist with logistics, such as event promotions, travel arrangements, and attendee coordination.
- **Program or Event Series Planning:** Continue recruiting members and securing participation for ongoing programs or initiatives. Ensure a strong lineup of events and activities to maintain high engagement within the chapter.
- **Conference Support:** Encourage and support students in preparing for the AMCP Nexus and other relevant conferences. Provide guidance on funding applications and travel arrangements.

November:

- **Newsletter Contribution:** Submit an article for the Fall Newsletter, reflecting on your experiences and plans as President-Elect. Highlight any significant achievements or upcoming initiatives.

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- **Member Engagement Events:** Participate in or organize off-site or off-hours events to engage members and enhance the chapter's visibility on campus.

December:

- **Transition Preparation:** Begin preparing for the transition to the presidency by reviewing and updating the chapter's operational documents, guidelines, and procedures.

January:

- **Engagement and Recruitment Drive:** Collaborate with relevant officers to plan a recruitment drive and outreach events aimed at increasing member engagement and attracting new participants.
- **P4 Graduation Cords:** Start the process of evaluating and selecting eligible P4s for AMCP graduation cords. Ensure timely application submissions and accurate records.

February:

- **Spring Newsletter Article:** Submit an article for the Spring Newsletter, focusing on your journey as President-Elect and your future plans for the AMCP chapter.
- **Election Preparations:** Begin preparations for the upcoming chapter elections. Outline the process, set deadlines for nominations, and communicate expectations to the chapter.
- **AMCP Annual Meeting:** If possible, attend the AMCP Annual Meeting. Assist in making travel arrangements and accommodations for student members attending the conference.

March:

- **Executive Board Transition Planning:** Coordinate with the President to plan the Executive Board transition, ensuring a smooth handover of responsibilities to the incoming board.
- **Election Logistics:** Finalize all plans for the AMCP Executive Board elections, ensuring the process is transparent, fair, and well-organized.
- **P1 Liaison Mentorship:** Continue to support and mentor the P1 Liaison, helping them develop leadership skills and achieve their goals within the chapter.

April:

- **Transition Guide:** Prepare for the transition to the presidency by drafting a comprehensive transition guide.
- **Final Meetings:** Oversee the final GBMs and EBM's of the year. Ensure all necessary tasks and responsibilities are completed before the academic year ends.
- **Graduation Cords Distribution:** Ensure that all eligible members receive their AMCP graduation cords.
- **Organization Re-Registration:** Complete the re-registration of the AMCP chapter and submit all necessary paperwork with the help of the current President.

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- **Summer Transition Planning:** Begin planning for a summer transition meeting with the incoming President-Elect to ensure a smooth continuity of leadership.

May:

- **Finalize Registration & Transition:** Ensure all registration and transition documents are finalized and approved. Confirm that the new Executive Board is fully prepared for the upcoming year.
- **Transition Meeting:** Hold a transition meeting with the new President-Elect. Share insights, experiences, and advice to prepare them for their upcoming role.
- **Wrap-Up Responsibilities:** Complete any remaining responsibilities and projects. Ensure a clean and organized handover to the new Executive Board, setting them up for success in the new academic year.