

## AMCP Chapter President Responsibilities

As the President of an AMCP Chapter, you hold the top leadership role, overseeing all chapter activities and officers. Your primary responsibilities include setting goals for the chapter, guiding the executive board, and ensuring that all activities align with the chapter's mission and objectives. It's essential to foster collaboration among your team, encourage leadership development among officers, and maintain a strong relationship with faculty advisors and external partners.

### Key responsibilities include:

- **Leadership & Vision:** Set the overall goals and vision for the chapter. Work closely with your executive board to establish both individual and collective objectives that align with these goals.
- **Meeting Coordination:** Schedule and lead Executive Board Meetings (EBMs) to ensure that all officers are on the same page regarding chapter activities and responsibilities. These meetings are critical for planning events, discussing progress, and addressing any issues that may arise.
- **Event Planning:** Oversee the planning and execution of chapter events, ensuring that they are well-organized, well-attended, and beneficial to the chapter members. This includes major events like the P&T Competition, guest lectures, site visits, and social activities.
- **Communication:** Maintain clear and consistent communication with chapter members, officers, diplomats, and faculty advisors. Utilize tools like email listservs, Google Calendars, and social media to keep everyone informed and engaged.
- **Sponsorship & Funding:** Collaborate with the Treasurer and other relevant officers to secure funding for chapter activities. This includes reaching out to potential sponsors, managing budgets, and ensuring that funds are used effectively.
- **Membership Recruitment & Retention:** The President, in collaboration with other officers, should actively work to recruit new members, particularly during the fall semester. It's essential to ensure that all members, both new and returning, feel valued and engaged in chapter activities.
- **Officer Development:** Support the development of your officers by encouraging them to set personal goals, take initiative, and lead their respective areas effectively. The President-Elect, in particular, should be mentored to ensure a smooth transition of leadership.
- **Conference Participation:** Represent the chapter at national and regional AMCP conferences, such as the Nexus Conference in the fall and the Annual Conference in the spring. These events are critical for networking, learning, and showcasing your chapter's achievements.
- **Transition Planning:** Plan for the transition of leadership at the end of your term. This includes working with the President-Elect to ensure they are fully prepared to take over the role and overseeing the election process for new officers.

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### Responsibilities - Monthly Breakdown:

#### **June:**

- **E-Board Meetings:** Begin holding regular Executive Board meetings to establish communication and set goals for the year. Discuss preliminary ideas for fall events and assign initial responsibilities to board members.
- **Fall Event Planning:** Start brainstorming and planning for major fall events, such as the General Body Meeting, P&T Competition, and recruitment activities. Collaborate with event coordinators and assign tasks to ensure smooth execution.
- **Communication Access:** Work with the Secretary to ensure all board members have access to necessary communication tools, such as email lists, social media accounts, and any shared online platforms (e.g., Google Drive). Establish protocols for regular updates.

#### **July:**

- **Sponsorship Letters & Funding:** Begin drafting sponsorship letters and developing funding strategies for fall events. Reach out to potential sponsors and vendors to secure support for the chapter's activities.
- **Building Relationships:** Focus on building and strengthening relationships with new and existing sponsors or vendors. Schedule meetings or calls to discuss potential collaborations and secure commitments.
- **P&T Competition Preparation:** Start preliminary preparations for the P&T (Pharmacy & Therapeutics) Competition. This includes selecting a P&T Coordinator and beginning to outline the competition's format, rules, and schedule.

#### **August:**

- **Officer Readiness:** Ensure that all officers are fully prepared for the upcoming semester. This may include holding training sessions, finalizing job descriptions, and reviewing the chapter's strategic plan.
- **Fall General Body Meeting Preparation:** Start preparing for the Fall General Body Meeting. This includes setting the agenda, coordinating with speakers, and promoting the event to ensure high attendance.

#### **September:**

- **Fall Semester Kickoff:** Oversee the introduction of the chapter to new students. Ensure that the chapter's presence is strong and that materials for recruitment (e.g., flyers, brochures) are ready.
- **P1 Liaison Selection:** Collaborate with the President-Elect to select the P1 (first-year pharmacy student) Liaison. This position is critical for engaging new students and should be filled by a motivated individual.
- **Meeting & Event Schedule:** Finalize and communicate the schedule for chapter meetings and events. Ensure that all members are aware of key dates and encourage their

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participation.

- **P&T Sponsorship:** Begin securing sponsors for the P&T Competition. Work closely with the Treasurer, P&T Coordinator, and President-Elect to identify and approach potential sponsors.

### October:

- **AMCP Nexus Conference:** Attend the AMCP Nexus Conference, participate in the Chapter Leadership Academy, and work on the application for the Chapter of the Year Award. Promote the conference within the chapter and assist members in applying for funding to attend.
- **Executive Board Meetings:** Continue holding regular Executive Board meetings. Use these meetings to track progress on ongoing projects, address any challenges, and adjust plans as needed.

### November:

- **P&T Competition Planning:** Support the designated P&T coordinator in organizing the P&T Competition. Ensure that all necessary resources, such as judges, venues, and materials, are secured well in advance.
- **Fall Events Oversight:** Oversee the execution of planned fall events, such as guest lectures or site visits. Ensure that these events run smoothly, are well-attended, and provide value to members.

### December:

- **End of Semester Review:** Conduct a comprehensive review of the semester's achievements and challenges. Hold one-on-one meetings with each officer to discuss their performance and set goals for the spring semester.
- **Winter Break Preparation:** Plan for any necessary activities during the winter break. This may include finalizing details for the P&T Competition or preparing for the upcoming spring semester.

### January:

- **Spring Semester Kickoff:** Prepare for the spring semester by reviewing plans with officers. Continue working on the P&T Competition, ensuring that everything is on track for a successful event.
- **Spring General Body Meeting:** Organize the first General Body Meeting of the spring semester. Set the tone for the rest of the year by highlighting upcoming events, opportunities for involvement, and the chapter's goals.

### February:

- **P&T Competition Execution:** Oversee the final stages of the P&T Competition. Ensure

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that all details, including the dinner, judges, and prizes, are in place and that the event runs smoothly.

- **Spring Events Planning:** Begin planning spring events, such as guest lectures or social activities. Collaborate with other executive board members to schedule and organize these events, ensuring they align with the chapter's objectives.

### March:

- **Elections Preparation:** Work with the President-Elect to organize elections for the upcoming year. Ensure that the election process is smooth, transparent, and encourages a fair selection of new officers.
- **Spring Events Execution:** Continue overseeing and executing spring events. Make sure these events are well-coordinated, offer educational value, and foster member engagement.

### April:

- **AMCP Annual Conference:** Attend the AMCP Annual Conference and represent the chapter. Participate in the Chapter Leadership Academy and other relevant sessions to gain insights and ideas for chapter improvement.
- **Elections & Transition:** Conduct elections for new officers and begin the transition process. Work closely with the President-Elect to ensure they are fully prepared to take over leadership responsibilities.

### May:

- **End of Year Review:** Reflect on the year's overall achievements and challenges. Identify areas for improvement and ensure that the chapter is well-positioned for success in the upcoming year.
- **Leadership Transition:** Finalize the transition of leadership to the new President and Executive Board. Offer guidance and support to the incoming board to ensure a smooth and effective handover.
- **Summer Planning:** Begin planning for any necessary summer activities or preparations for the upcoming fall semester. This may include working on sponsorships, event planning, or officer training.

# **AMCP Chapter President Responsibilities**

## **President Transition Document**

As the President of the AMCP Chapter, you hold the top leadership role, overseeing all chapter activities and officers. Your primary responsibilities include setting goals for the chapter, guiding the executive board, and ensuring that all activities align with the chapter's mission and objectives. It's essential to foster collaboration among your team, encourage leadership development among officers, and maintain a strong relationship with faculty advisors and external partners.

## **General Responsibilities**

### **Leadership & Vision**

- **Goals and Vision:** Set the overall goals and vision for the chapter. Collaborate with the executive board to establish individual and collective objectives aligned with these goals.

### **Meeting Coordination**

- **Executive Board Meetings (EBMs):** Schedule and lead EBMs to ensure all officers are aligned on chapter activities and responsibilities. Use these meetings for planning events, discussing progress, and addressing issues.

### **Event Planning**

- **Oversight:** Oversee the planning and execution of chapter events, ensuring they are well-organized, well-attended, and beneficial. Major events include the P&T Competition, guest lectures, site visits, and social activities.

### **Communication**

- **Consistency:** Maintain clear and consistent communication with chapter members, officers, and faculty advisors. Utilize tools like email listservs, Google Calendars, and social media for updates and engagement.

### **Sponsorship & Funding**

- **Collaboration:** Work with the Treasurer and relevant officers to secure funding. This involves reaching out to potential sponsors, managing budgets, and ensuring effective use of funds.

### **Membership Recruitment & Retention**

- **Recruitment:** Actively recruit new members, especially during the fall semester. Ensure all members feel valued and engaged in chapter activities.

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### Officer Development

- **Support:** Encourage officers to set personal goals, take initiative, and lead effectively. Mentor the President-Elect to ensure a smooth transition of leadership.

### Conference Participation

- **Representation:** Represent the chapter at national and regional AMCP conferences, such as the Nexus Conference in the fall and the Annual Conference in the spring. These events are crucial for networking, learning, and showcasing achievements.

### Transition Planning

- **Preparation:** Plan for leadership transition at the end of your term. Work with the President-Elect to ensure they are prepared and oversee the election process for new officers.

### Monthly Breakdown of Responsibilities

#### June

- **E-Board Meetings:** Begin regular EBMs to establish communication and set goals. Discuss preliminary ideas for fall events and assign initial responsibilities.
- **Fall Event Planning:** Start planning major fall events, including the General Body Meeting, P&T Competition, and recruitment activities. Collaborate with event coordinators and assign tasks.
- **Communication Access:** Ensure all board members have access to communication tools, such as email lists, social media accounts, and shared platforms (e.g., Google Drive). Establish regular update protocols.

#### July

- **Sponsorship Letters & Funding:** Draft sponsorship letters and develop funding strategies for fall events. Reach out to potential sponsors and vendors.
- **Building Relationships:** Strengthen relationships with new and existing sponsors or vendors. Schedule meetings to discuss collaborations and secure commitments.
- **P&T Competition Preparation:** Begin preliminary preparations for the P&T Competition, including selecting a P&T Coordinator and outlining the competition's format, rules, and schedule.

#### August

- **Officer Readiness:** Ensure officers are prepared for the semester. Hold training sessions,

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finalize job descriptions, and review the chapter's strategic plan.

- **Fall General Body Meeting Preparation:** Prepare for the Fall General Body Meeting, including setting the agenda, coordinating with speakers, and promoting the event.

### September

- **Fall Semester Kickoff:** Oversee the chapter's introduction to new students. Ensure strong presence and readiness of recruitment materials.
- **P1 Liaison Selection:** Collaborate with the President-Elect to select the P1 (first-year pharmacy student) Liaison to engage new students.
- **Meeting & Event Schedule:** Finalize and communicate the schedule for chapter meetings and events. Ensure members are aware of key dates and encourage participation.
- **P&T Sponsorship:** Secure sponsors for the P&T Competition, working with the Treasurer, P&T Coordinator, and President-Elect.

### October

- **AMCP Nexus Conference:** Attend the AMCP Nexus Conference and participate in the Chapter Leadership Academy. Promote the conference within the chapter and assist members in applying for funding to attend.
- **Executive Board Meetings:** Continue regular EBMs to track progress on projects, address challenges, and adjust plans.

### November

- **P&T Competition Planning:** Support the P&T Coordinator in organizing the competition. Ensure resources like judges, venues, and materials are secured.
- **Fall Events Oversight:** Oversee the execution of fall events, such as guest lectures or site visits, ensuring smooth operation and member value.

### December

- **End of Semester Review:** Conduct a review of the semester's achievements and challenges. Hold one-on-one meetings with officers to discuss performance and set goals for spring.
- **Winter Break Preparation:** Plan for winter break activities, including finalizing details for the P&T Competition or preparing for the spring semester.

### January

- **Spring Semester Kickoff:** Prepare for the spring semester by reviewing plans with officers. Continue working on the P&T Competition to ensure everything is on track.

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- **Spring General Body Meeting:** Organize the first General Body Meeting of the spring semester, highlighting upcoming events, opportunities, and chapter goals.

### February

- **P&T Competition Execution:** Oversee the final stages of the P&T Competition. Ensure all details, including the dinner, judges, and prizes, are in place for a smooth event.
- **Spring Events Planning:** Begin planning spring events, such as guest lectures or social activities. Collaborate with board members to ensure alignment with chapter objectives.

### March

- **Elections Preparation:** Work with the President-Elect to organize elections for the upcoming year. Ensure a smooth, transparent election process.
- **Spring Events Execution:** Oversee and execute spring events, ensuring they are well-coordinated and provide educational value.

### April

- **AMCP Annual Conference:** Attend the AMCP Annual Conference, representing the chapter and participating in relevant sessions to gain insights and ideas.
- **Elections & Transition:** Conduct elections for new officers and begin the transition process. Work closely with the President-Elect to ensure preparedness.

### May

- **End of Year Review:** Reflect on the year's achievements and challenges. Identify areas for improvement and ensure the chapter is positioned for success in the upcoming year.
- **Leadership Transition:** Finalize the transition of leadership to the new President and Executive Board. Offer guidance and support for a smooth handover.
- **Summer Planning:** Begin planning for summer activities or preparations for the fall semester, including sponsorships, event planning, or officer training.