

AMCP Chapter Vice President Responsibilities

As the Vice President of the AMCP Chapter, you play a pivotal role in supporting the chapter's activities and ensuring smooth operations. Your primary responsibilities include managing the Pharmacy and Therapeutics (P&T) competition, coordinating elective forms, and assisting with various executive board (E-board) projects. You will attend all chapter and E-board meetings, contribute to fundraising efforts, and act as President in their absence. It is essential to maintain strong communication with chapter members, oversee the registration process with national AMCP, and support chapter attendance at national meetings. Your role requires effective organization and collaboration to help drive the chapter's success and continuity.

Key Responsibilities:

P&T Competition Management

- **Primary Responsibility:** Organize and oversee the Pharmacy and Therapeutics (P&T) competition, including managing the P&T Committee.

Coordination

- **Elective Forms:** Collaborate with the Faculty Advisor and the Office of Student Affairs to coordinate the elective Form 380/390 for P&T participants.

Supportive Role

- **E-board Assistance:** Support other executive board (E-board) members with their projects and responsibilities.

Meetings

- **Attendance:** Attend all AMCP chapter and E-board meetings, assisting with setup and cleanup.

Fundraising

- **Support:** Aid in bake sales, fundraising efforts, and the P&T competition as needed.

Substitute Leadership

- **Coverage:** Act as President in their absence.

Membership

- **AMCP Registration:** Maintain AMCP membership in good standing and ensure competitors are registered with the national AMCP.

AMCP Chapter Vice President Responsibilities

National Meetings

- **Participation:** Attend national AMCP meetings and support chapter attendance.

Monthly Breakdown of Responsibilities

Spring (Election Period)

April/May

- **Transition Meeting:** Meet with the outgoing Vice President to review the P&T timeline and responsibilities.
- **Document Handover:** Receive all necessary P&T documents and files.
- **Introductory Meeting:** Attend a meeting with the new E-board to understand roles and responsibilities.

May/June/July

- **Process Review:** Organize a video call with the previous Vice President if needed to review P&T processes.
- **Planning:** Begin planning for the upcoming academic year, including the P&T competition and other initiatives.
- **Org Day Strategy:** Collaborate with the President and other E-board members to plan the Org Day strategy.

Fall Semester

August

- **Brochure/Flyer:** Prepare and distribute the P&T Introduction Brochure/Flyer for Org Day.
- **Org Day:** Collaborate with the E-board to ensure a successful Org Day, promoting AMCP membership and the P&T competition.
- **Membership Drives:** Work with the membership chair to organize drives and set deadlines for P&T registration.
- **Registration:** Ensure all members are registered with national AMCP by the deadlines.
- **Competition Date:** Set and communicate the competition date to all potential participants.

September

AMCP Chapter Vice President Responsibilities

- **Intro to P&T:** Create and present the "Intro to P&T" PowerPoint at a general body meeting (GBM).
- **ECHO Recordings:** Organize and schedule ECHO recordings for P&T lectures.
- **Room Reservations:** Reserve rooms for P&T lectures and the competition through the university's system.
- **Elective Credit:** Begin collecting elective credit information and communicate registration details to students.

October

- **Promotion:** Continue organizing and promoting the P&T competition.
- **Deadlines:** Finalize and communicate all competition-related deadlines and details.
- **Judges:** Begin securing judges for the competition.
- **Sponsors:** Ensure all sponsors are finalized in collaboration with the Director of Financial Acquisitions.

November

- **Preparation:** Organize team materials, print documents, and finalize logistics for the P&T competition.
- **Event Setup:** Work with the P&T Committee on decorations and setup for the competition.
- **Dinner Organization:** Start planning the P&T competition dinner, including invitations and venue arrangements.
- **Schedule Conflicts:** Coordinate with course coordinators and competitors to manage any conflicts.

December

- **Dinner Finalization:** Finalize the P&T competition dinner, sending out all invitations.
- **Plaques:** Order plaques for sponsors and prepare any additional materials needed for the competition.
- **Judges' Panels:** Organize judges' panels, sending out materials and information ahead of time.
- **Document Storage:** Set up a shared drive for P&T competition documents.
- **Logistics Confirmation:** Confirm all logistics with judges and competitors for the January competition.

Spring Semester

January

AMCP Chapter Vice President Responsibilities

- **Competition Oversight:** Oversee the P&T competition, ensuring all logistics are in place.
- **Materials:** Work with the Treasurer to secure materials for the competition.
- **GBM:** Organize a GBM featuring previous P&T winners to assist current competitors.
- **Check-up:** Send a check-up email to competitors and judges to confirm all details.

February

- **Wrap-Up:** Complete any remaining tasks related to the P&T competition.
- **Travel:** Assist in organizing travel and accommodations for the AMCP Annual Meeting.
- **Elections Preparation:** Begin preparing for chapter elections in April, including setting up a nominations committee.

March

- **Event Finalization:** Finalize details for spring events such as site visits or educational workshops.
- **AMCP Meeting Prep:** Prepare documents or presentations for the AMCP Annual Meeting.

April

- **Elections:** Oversee the election of the new Vice President.
- **Transition:** Meet with the incoming Vice President to transfer P&T files and knowledge.
- **Award Application:** Assist in applying for the National AMCP Chapter of the Year Award.
- **Document Update:** Update the Vice President timeline and responsibilities document for the next term.

May/June/July (Repeat)

- **Ongoing Planning:** Continue with planning and preparation as outlined earlier.