



APhA Academy of Student Pharmacists

Webinar Week

Connect.
Share.
Learn.



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Webinar Week

Connect. Share. Learn.



President & President-elect

Speakers



Victoria Lyle

APhA-ASP National
President



Miranda Montoya

APhA-ASP National
President-elect

We are so excited you're here!

A few housekeeping items for the night:

- Utilize chat or the raise hand feature to submit your questions
- We'd love to see your face!
- Discussion Opportunities – please mute your mic when not speaking
- All slides, recordings and notes from webinar week will be made available on the Webinar Week home page



**What inspired you to become
the President/President-elect of
your Chapter?**


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Agenda



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- Roles & Responsibilities
 - Working with your Team
 - Optimizing your GBM's and EC Meetings
 - Setting Goals for the Year
 - Important Dates & Deadlines
 - Closing Announcements
 - Q&A

Roles and Responsibilities



**What are some of your
responsibilities as chapter
President/President-elect?**

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• Roles & Responsibilities

- **Collaborate** with chapter members, leaders & advisors to develop a mission statement, strategic plan & goals for the chapter
- **Mentor** and **support** the chapter officers in their roles
- **Serve** as liaison to your chapter's New Practitioner Mentors
- **Plan** & facilitate retreats for the Executive Committee
- **Create** a motivating & welcoming environment for members
- Help **coordinate** & set the pace for the chapter's activities
- **Promote** local, regional, and national opportunities to get involved in APhA-ASP!



Resources

- Chapter Operations Manual & Chapter Officer Resource Hub
- Chapter Advisor & New Practitioner Mentors
- APhA-ASP Regional & National Officers
- APhA-ASP Student Development Staff
- [Pharmacist.com](https://www.pharmacist.com)
 - Transitions Guide
 - Chapter Achievement Report Toolbox



Working with Your Team

Leading your Team

- Establish a consistent form of communication (Microsoft Teams, GroupMe, Facebook, group text, email, etc.)
- Keep the momentum going and provide encouragement to limit burnout
- Ask for help if you need it!!



Delegating your Team

- Start small
- Clearly define how you measure the team's success
- Identify priorities for tasks
- Delegate based on strengths
- Provide clear instructions
- Take time to explain & teach
- Provide feedback
- Trust your team!



Utilizing your Team's Strengths

- Identify the strengths of you & your team members
 - Who is creative, organized, analytical, collaborative?
- Delegate tasks based on their strengths
- Set strength-based goals for the team
- Help the team recognize one another's strengths



A large teal circle serves as the background for the text.

Optimizing General Body Meetings & Executive Board Meetings

General Body Meetings

- Monthly meetings tend to work best for most chapters
 - *Quality over quantity!*
- Keep members engaged with guest speakers, workshops, networking sessions, panels, and destressing activities
- Provide food and/or offer free giveaways to create incentive



Executive Board Meetings

- Meeting frequency is dependent on the needs of your chapter leaders
 - Can be weekly, biweekly, etc.
- Utilize this time to strategize & plan
 - What event's do we want to plan?
 - How can we improve the event's we have done in the past?
 - Who needs assistance on a project this month?
 - How can we promote our events and activities to our members?



**What event or responsibility are
you most excited for in your
new role?**

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x x x x

x x x x

Setting Goals for the Year

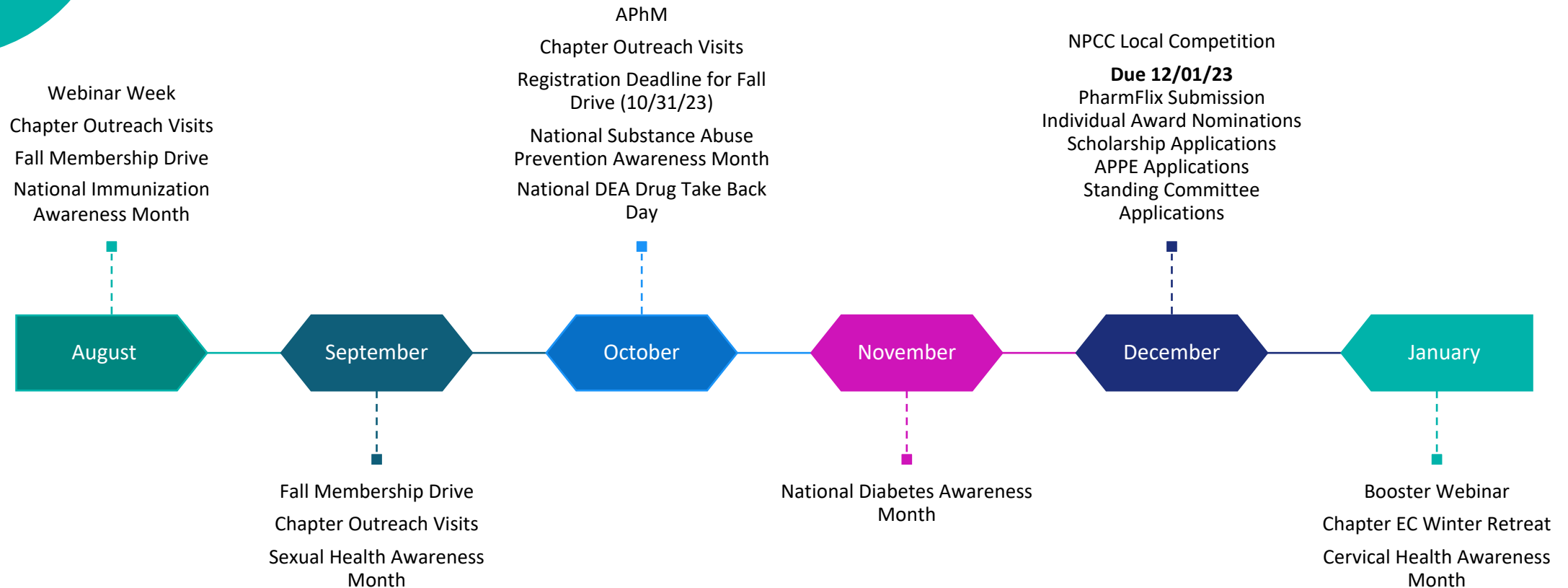
Goal Planning

- Fall and Winter Retreats
 - Include ice breakers, leadership activities, goal setting, socials, and discussion on chapter operations and member engagement
 - Make it **fun AND productive**
- Start planning early!
 - Think about the who, what, where, when and time!

Goal Planning

- Who will you impact this year?
- Members, peers, pharmacists, healthcare professionals, your community?
- Why is it important?

Timeline





**What is your favorite event that
your chapter hosts?**

x x x x

x x x x

x x x x

Event Planning

WWWH method

What do you want to accomplish?

Who would you like to impact with your event?

Why is this event important?

How will you accomplish this event?



APhA-ASP Event Planning Checklist & Timeline

Proposed Event Title:	
Proposed Event Date:	
Proposed Event Description:	

8 weeks before the event: Determine the goals

Event Type	<ul style="list-style-type: none"> • Patient-care project • Educational • Fundraiser • Professional/leadership training • Social gathering (networking)
Main goals	
Target Audience	<ul style="list-style-type: none"> • Student pharmacists on-campus • Student pharmacists outside of campus • Faculty members on-campus • Community members
Event Date	<ul style="list-style-type: none"> • Check University calendar for potential conflicts • If the event is targeted for student pharmacists, check their class and exam schedules for potential conflicts
Is there a duplication of another campus event?	<ul style="list-style-type: none"> • Yes • No • Potential



Event Checklist & Timeline

- Create a plan
- Develop a timeline
- Identify who will be involved
- Outline a communications plan
- Record the impact and outcomes

Event Ideas

Networking

Patient Care

Student
Socials

Policy &
Advocacy

Fundraisers

Professional
Development



Chapter Achievement Report



Chapter Achievement Report

Tool Box



CAR GUIDELINES



TRACKING TOOL (CAA
REPORTING TOOL)



CHRONOLOGICAL
LIST



GLOSSARY OF TERMS



ESSAY GUIDELINES

Official Guidelines and Appendices will be released **January 2024**



Chapter Achievement Reports

Delegating Responsibilities

Review the components of the CAR and determine:

- Who is responsible for each section of the report?
- Who will keep everyone on track throughout the year?
- Who is responsible for submitting the report by June 15th?

Next Steps:

- How often will the chapter "check-in" throughout the year?
- How will you record/store information throughout the year?

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Chapter Achievement Report

Tracking Tips



Due annually June 15th



Familiarize yourself with the report requirements early on (sample report available online)



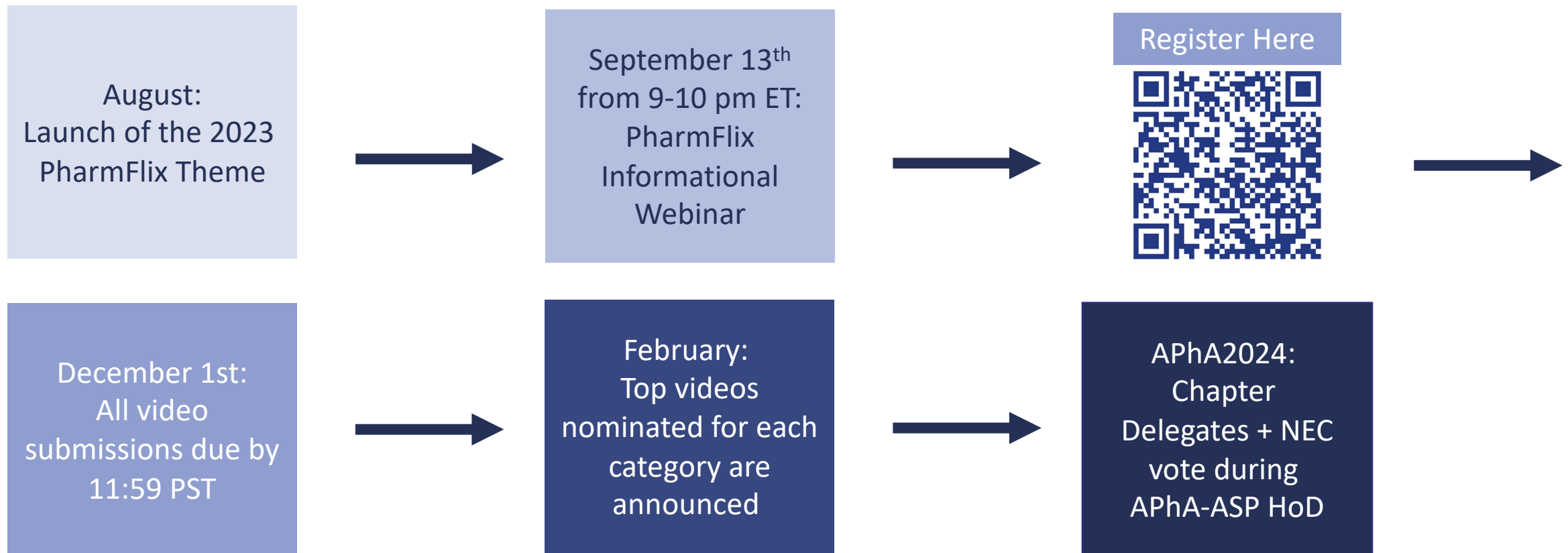
Work collaboratively with your chapter's Executive Committee to create a plan for collecting information throughout the year

APhA-ASP Chapter Achievement
Awards Program Home Page



2023 PharmFlix Competition

Unleash Your Potential in APhA-ASP





www.mrm.pharmacist.com



APhA Academy of Student Pharmacists 2023 Midyear Regional Meeting



November 3-5
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ONSITE

Washington, DC - \$149.00



ON-CAMPUS

With your APhA-ASP Chapter - \$300.00



ONLINE

Where you are – \$39.00



APhA

American Pharmacists
Association

MRM2023
IT'S ON!

REGISTER NOW:
MRM2023 Kick-off!
More details on
what to expect.



www.mrm.pharmacist.com



MRM2023

Wherever you are is where we'll be!

Action Items:

- ✓ Register for kick-off session
Tuesday, August 29, 9:00 pm ET
- ✓ Identify Chapter MRM Ambassador
- ✓ Discuss with fellow chapter leaders and advisor plans for MRM2023



Important Dates & Deadlines

Important Dates & Deadlines

Date	Event
August – October	Chapter Outreach Visits
August 29, 2023	MRM2023 Kick-off Webinar
September 13, 2023	PharmFlix Informational Webinar
October	American Pharmacists Month
October 31, 2023	Fall Membership Drive Registration Deadline
November 3-5, 2023	Midyear Regional Meeting – It's On!
December 1, 2023	Individual Award Submissions Due APhA Foundation Scholarship Applications Due PharmFlix Submissions Due APhA Experiential Program Applications Due Standing Committee Applications Due

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Time to Network!



Announcements



APhA Student Scholarships



Applications
opening soon!

APPLICATIONS DUE DECEMBER 1

Chapter Outreach Visits



Chapter Outreach Visits

What is a Chapter Outreach Visit?

APhA-ASP chapters may request to have a member from the APhA-ASP NEC or APhA Student Development Staff visit their school either in-person or virtually

Why should chapters consider having a Chapter Outreach Visit?

- Make the most of available opportunities
- Sharing of conversations, guidance, and resources
- Help showcase APhA-ASP membership benefits (ie. patient care projects, leadership and career development opportunities, scholarships or publications, meetings, etc.)
- Help facilitate conversations with Chapter Advisors, school administration, and Chapter Executive Committee

Chapter Outreach Visit Toolkit

Additional information and details can be found in the new Chapter Outreach Visit Toolkit

- Tips and Tricks for Hosting a Visit
- Pre-visit Recommendations
- Post-visit Recommendations
- Sample Agendas

Sent to Chapters via email once visit date confirmed

Outreach Visits



Submission Deadline
August 25, 2023



November 3-5
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Meet the APhA CEO

August 30, 2023
8-9 pm ET



Michael Hogue, PharmD, FAPhA, FNAP, FFIP

Webinar Week

Monday	Tuesday	Wednesday	Thursday	Friday
August 7 th	August 8 th	August 9 th	August 10 th	August 11 th
Webinar Week Kick-off (9-10 pm ET)	<p>Advisors Meet-up (1-2 pm ET)</p> <p>Presidents/ Presidents-elect (9-10:30 pm ET)</p>	Membership VPs (9-10 pm ET)	<p>Communications VPs (8:30-9:30 pm ET)</p> <p>Patient Care VPs (9:30-10:30 pm ET)</p>	
August 14 th	August 15 ^h	August 16 th	August 17 th	August 18 th
	<p>Policy VPs (8:30-9:30 pm ET)</p> <p>Finance VPs (9:30-10:30 pm ET)</p>	<p>International VPs (8-9 pm ET)</p> <p>Patient Care Chairs (9-10:30 pm ET)</p>		





Questions?

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