



**Asia Pacific
Regional Office**

Asia Pacific Regional Office International Pharmaceutical Students' Federation

IPSF Secretariat P.O. Box 84200 2508 AE Den Haag The Netherlands
Tel: +31-70-302 19 92 Fax: +31-70-302 19 99 Email: apro@ipsf.org
Website: <http://apro.ipsf.org>; Registered under Dutch Law: 40413709

Chairperson

As the chairperson, you are responsible for:

- Representing the regional office
- Co-ordinating and overseeing the implementation of IPSF projects and activities in the region
- Ensuring sound financial standing and administration
- Establishing further relations with student and professional organisations in the region as instructed by the IPSF executive
- Oversee the organisation of regional events
- Offering leadership and direction towards strategic goals.

You will be required to represent the IPSF Regional Office at all official functions and to make any public announcements on behalf of the IPSF Regional Office.

Confidence and proficiency in oral and written English; presentation and communication skills; effective time management and organisational skills are important to the position.

One of the most important roles you play is in supporting your fellow regional working group members on projects, reviewing documents, publications and content for projects, and giving feedback on various issues. Hence, the ability to lead and work well in a team is vital to be innovative in solving problems, ensuring projects follow timelines and action plans, and to implement new projects and ideas. Previous experience in a leadership role is necessary.

To meet these responsibilities you should be prepared to travel to attend local, regional and international events. As Chairperson of the regional office you are also an IPSF executive member and therefore will be expected to correspond regularly with executive members. You should promote IPSF and your regional office through all means; monitor progress on projects and activities; and actively investigate and follow up on opportunities for strategic development.

This position is best suited to someone who is able to take a year off work or study or perhaps undertake part-time commitments only so that you are able to commit at least 15-20 hours a week to the position.

The Chairperson should be able in a financial position where they are able to attend regional events, executive meetings, member association and pharmacy related events. As Chairperson of a regional office, it is a wonderful opportunity to become deeper involved with IPSF, to be inspired as well as to inspire others – are you ready to take the challenge?

For further information please contact: aprochair@gmail.com

Secretary

As the secretary, you are responsible for ensuring that the Regional Office runs smoothly in close cooperation with the Chairperson. The Secretary needs to be familiar with the Regional Office Documents as it is their responsibility to ensure that the Regional Office complies with the Regional Office Documents. It is also the responsibility of the secretary to issue notice and to distribute the agendas and minutes of all Regional Working Group meetings.

In addition to administrative activities, the secretary is expected to keep accounts of all financial transactions of the Regional Office so it is important for the Secretary to have some experience or familiarity with budgeting, writing financial reports and bookkeeping.

Essential abilities of the secretary are to have proficient in written and spoken English, to be organised, have an eye for detail and good communication, time management and personal

APRO REGIONAL WORKING GROUP 2008-09

Chairperson: Kalman Emry Wijaya (Indonesia)

Secretary: Ahmad Munis Admad Sabri (Malaysia)

Internal Coordination and Communication Officer: Chen Jeng Hsien (Taiwan, China)

Regional Projects Officer: Adam Henry Sivapatham (Malaysia)

Regional Relations Officer: Jane Ai-Chen Ho (Taiwan, China)



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relations skills. The secretary is expected to maintain contact with all members of the Regional Working Group and will be expected to contact with members, IPSF exec and other external organisations. To complete the activities of the Secretary, approximately 10 to 15 hours per week is required.

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Internal Coordination and Communication Officer (ICCO)

As Internal Coordination and Communication Officer, you will be responsible for developing publication materials and updating website for the Regional Office. The main Regional Office publications are the e-newsletter and the Regional Office Annual Report. The responsibility of the ICCO is to take care of the content and the design of the publications. It is also the ICCO's responsibility to ensure that the website is maintained and continually up to date. To be able to update the Regional Office website it's essential to have the basic knowledge to manage a website, and to be familiar with both technical details and the content of the website.

Beside that, the ICCO is also responsible for designing, making and inventing new and imaginative ways of promoting the Regional Office and its projects such as flyers, posters, booklets depending on the plans for the year. Time commitment to the position ranges from 5 to 10 hours per week.

For further information please contact: aproicco@gmail.com

Regional Relations Officer

The Regional Relations Officer is responsible for maintaining communication with IPSF Regional Member countries to ensure they are satisfied with what IPSF and the Regional Office has to offer, and in turn bringing forth recommendations for improvement from members to the Regional Working Group. A significant portion of this portfolio is dedicated to the promotion of IPSF and the Regional Office to Non-Member countries, through mailings and updates, and most importantly by travelling and doing promotional tours wherever and whenever possible in collaboration with the Membership Promotion Committee and IPSF Public Relations Chairperson.

The Regional Relations Officer is also responsible for updating information lists of Contact Persons, Student Exchange Officers, and Individual Members in the Region. Besides organising promotional tours and visits, one can expect to dedicate 10 hours a week to completing Regional Relations tasks. It is also important to focus on promoting IPSF and the Regional Office to current members to maintain activity and strength in the regional office and ultimately, the federation.

Assets that will be important for successfully meeting the expectations of this position are excellent communication skills, extensive knowledge of the IPSF and the Regional Office and how it operates, motivation to travel and promote the Federation and its activities, and a contagious exuberance for IPSF.

For further information please contact: aprorro@gmail.com

Regional Projects Officer

As the Regional Projects Officer, you are responsible for coordinating the implementation of IPSF projects at the Regional level. Thus you will be required to work closely with the relevant IPSF Chairpersons of focus projects in the Region. In doing so, they will also be responsible for promotion of the approved projects and to work closely with the Region's ICCO to develop appropriate promotional material. The Regional Projects Officer will be required to have some

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degree of communication with Member countries in the promotion and implementation of IPSF projects a the national level.

Because of the variety of projects that the Regional Projects Officer may be involved with, and the many people that they have to cooperate closely with, it is important for the Regional Projects Officer to have impeccable communication skills, time management and organisation. Having a creative streak would also be beneficial for the Regional Projects Officer. To meet the responsibilities of a Regional Projects Officer, approximately 10-15 hours per week is required.

For more information please contact: aprorpo@gmail.com

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