



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: ipsf@ipsf.org
Website: <http://www.ipsf.org>; Registered under Dutch Law: 40413709

IPSF Executive Positions 2009-10

Being on the IPSF Executive Committee is a challenging task, but at the same time it is a rewarding experience. While each portfolio has a different focus, each Executive member should be able to work for IPSF on a daily basis with good and regular internet and email access. IPSF offers each Executive member an annual travel stipend (approximately 1000 Euros and 2000 Euros for the President) but you will be required to cover the cost of the rest of your IPSF work-related travel. It is highly recommended that Executive members attend the two Executive meetings, held usually in The Netherlands, as well as, the IPSF World Congress. Depending on your portfolio, it is usually beneficial for the development of the Federation if you can also attend other meetings or conferences to represent IPSF, to stay updated with issues pertaining to the pharmacy profession, and to network with key individuals and allied organisations.

Applications for the Executive Committee need to be submitted to the Secretary General two days before elections at the IPSF World Congress, at the very latest. If you are not able to attend the World Congress, you can also submit your nomination form by email to secgen@ipsf.org and you must make yourself available at the selected time during the General Assembly at the IPSF World Congress to present your nomination speech and for questions via teleconference. Please contact IPSF Secretary General secgen@ipsf.org for more detailed instructions.

All nominated candidates will also be required to read past executive reports relating to their interested portfolio and prepare a 12 month plan of what they hope to achieve during their term if successfully elected. Naturally, discussing with the relevant outgoing executive member about your interest and upcoming plans is recommended to ensure a clearer picture of the journey ahead. Past involvement in IPSF and the ability to work independently are a must, with relevant past experience in your nominated portfolio highly recommended.

Attendance at pre-congress Leaders In Training (LIT) programme is highly recommended but not mandatory for your nomination. Please contact training@ipsf.org and visit <http://registration.ipsf2009.org> for more information.

In addition, your presence at IPSF Congress is also highly recommended as you will be able to meet the current Executive personally to gain an insight on your position.

Permanent Officer

An essential role for all elected Executive members to consider is the opportunity to be appointed Permanent Officer (PO) and move to The Hague, The Netherlands to work full-time at the IPSF Headquarters. This position provides a "backbone" to IPSF and allows IPSF to operate efficiently on a daily basis. This can be done on a rotational basis between executive members throughout the year, for example 2 to 3 months per executive, or as negotiated amongst the team for suitable rotational timing. Ideally this person should not be the President due to time commitments. The tasks of the PO, apart from his/her own portfolio, is to take care of IPSF mailing and correspondence, support other Executive members and other various office work at the IPSF

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Secretary General: Mary Poon (Australia)

Treasurer: Mehdi Zeghal (Tunisia)

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Chairperson of Professional Development: Ling-Yi Tsai (Taiwan, China)

Chairperson of Public Health: Yash Jalundhwala (India)

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Headquarters. IPSF offers free accommodation at the IPSF flat in The Hague and a small remuneration of 55 Euros per week for living expenses.

For further information please contact: president@ipsf.org

President

As the president you are responsible for representing the Federation, co-ordinating and overseeing the development of activities and projects, ensuring sound financial standing and administration, fostering partnerships with allied organisations, maintaining communication with members and professional contacts, and offering leadership and direction towards strategic goals. 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 executive 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 being innovative in solving problems; ensuring projects follow timelines and action plans, and developing new projects and ideas. Previous experience in IPSF and a leadership position is mandatory.

To meet these responsibilities you should be prepared to travel to attend local, regional and international events, correspond regularly with executive members and contacts, promote IPSF through all means, monitor progress on projects and activities, and actively investigate and follow up on opportunities for strategic development. It would be most effective to undertake this position with only very limited time pressure from other commitments. 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 40 hours a week to the position. Candidates should be prepared to be able to support themselves financially over the year for coverage of travel costs to meetings such as (in order of priority) the IPSF Congress Slovenia 2010, FIP Congress Istanbul 2009, executive meetings one and two, professional meetings at the WHO and UNESCO, regional events, FIP Board of Pharmaceutical Practice meeting and member association and pharmacy-related events. As IPSF President, it is an action packed, inspiring and exciting year – are you ready to take on the challenge and amazing opportunity?

For further information please contact: president@ipsf.org

Secretary General

As the Secretary General you are responsible for the administrative stability of the Federation. You will need to update the official documents, chair the Constitutional Working Party, advise other executive members about administrative and constitutional issues, prepare agendas, take minutes at meetings and type the minutes after the General Assembly. The Secretary General is also responsible for maintaining the IPSF archives, so you will need to spend a few days in The Hague at the IPSF headquarters during the year.

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This position requires a good level of written English, interest in administrative tasks and a thorough knowledge of the Federation's official documents and recent history. The position requires between 15 and 25 hours a week. As for all executive positions it is important for the Secretary General to be able to go beyond his or her own portfolio to support other executive members if they need assistance. The Secretary General will be elected for two year term 2009-11.

For further information please contact: secgen@ipsf.org

Treasurer

As the Treasurer position was appointed to Mehdi Zeghal for 2008-09, this position will be open for election for a one year term 2009-10.

As the treasurer you are responsible for keeping the financial situation of the federation healthy. It is essential to keep the financial administration updated. It is a great help if you already have some background with financial administration such as bookkeeping. IPSF obtains assistance from a professional accountant, but the treasurer should be able to understand basic financial administration and management. You will be the person who provides the other executives with information about a range of payments from membership fees to reimbursement for expenses and is the IPSF contact to the bank.

Communication with IPSF members about membership fees is an essential part of the treasurer's portfolio. You will put together the financial part of grant applications and will need to keep separate administration to maintain evidence that the federation spends funds according the grant rules. The treasurer is also expected to be searching for possibilities for sponsorships in collaboration with the president and develop the merchandise and the online store. You are supervising and working with the Development Fund (DF) Co-ordinator regarding all DF grants and also further developing the DF.

The time that this position takes ranges from 15 up to 25 hours per week depending on the time of the year. As for all executive positions it is important for the treasurer to be able to go beyond his or her own portfolio to support other executive members if they need assistance.

For further information please contact: treasurer@ipsf.org

Chairperson of Pharmacy Education

As Chairperson of Pharmacy Education you will be responsible for coordinating and developing the educational, practice and professional development opportunities for the Federation. You will co-ordinate the publication of *Phuture*, IPSF's annual scientific/educational supplementary publication, and oversee the Federation's *Moving On* research projects. You are also liaison to the International Pharmaceutical Federation (FIP) Board of Pharmaceutical Practice (BPP) and

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are responsible for investigating collaboration opportunities with BPP Sections together with President and Chairperson of Professional Development.

There are a number of annual forums and symposia within this portfolio. You will organise the Education Symposium and related workshops and events at the annual IPSF Congress. You aid and supervise the organising of Scientific Symposia and Poster Exhibitions at Congress and regional events. You are also responsible for organising sessions and representing IPSF at meetings related to your portfolio at the annual FIP Congress.

This position would suit someone who has a significant amount of interest in and awareness of educational and social trends and issues relating to the profession. Previous experience in organising campaigns or events, multi-tasking or good time management skills, as well as fluency in written and spoken English are highly beneficial. You can expect to dedicate an average of 20 hours a week.

This portfolio offers boundless opportunities for you to explore IPSF and the pharmacy profession. People intending to run for this position are highly encouraged to consider attending the next FIP Congress in Istanbul, Turkey in September 2008 and will be in charge of IPSF sessions at the FIP Congress in Lisbon, Portugal September 2009 thus attendance is mandatory

For further information please contact: education@ipsf.org

Chairperson of Professional Development

As Chairperson of Professional Development you will be responsible for coordinating and developing the pharmacy practice and professional development opportunities for the Federation. This portfolio encompasses Patient Counselling Event (PCE), Clinical Skills Event (CSE), Leaders In Training (LIT), as well as, the Pharmacy Profession Awareness Campaign (PPAC), and you are expected to provide support and advice to members running related events. You are also responsible for investigating collaboration opportunities with BPP Sections together with President and Chairperson of Pharmacy Education.

You will co-ordinate the organisation of the IPSF LIT programme at the World Congress and regional events. The Chairperson is responsible for organising workshops related to the portfolio at the World Congress. You are also responsible for organising sessions and representing IPSF at meetings related to your portfolio at the annual FIP Congress.

You will supervise the multi-disciplinary events including P-squared project and Teddy Bear Hospital (TBH) project looking for collaboration opportunities with International Federation of Medical Students' Association (IFMSA). The Chairperson is responsible to promote the multi-disciplinary events to IPSF member countries and to give them necessary assistance.

This position would suit someone who has a significant amount of interest in and awareness of issues of pharmacy practice and professional development. In addition it would be beneficial if

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you had some training experiences. Past involvement in IPSF and the ability to work independently are a must. Previous experience in organising campaigns or events, multi-tasking or good time management skills, as well as fluency in written and spoken English are highly beneficial. You can expect to dedicate an average of 20 hours a week.

This portfolio is one of boundless opportunities for you to explore for IPSF and the pharmacy profession. People intending to run for this position are highly encouraged to consider attending the next FIP Congress in Lisbon, Portugal in September 2010.

For further information please contact: pd@ipsf.org

Chairperson of Publications

As Chairperson of Publications you will be responsible for developing publication materials and updating the website of the Federation. The main IPSF publications are the electronic IPSF Newsletters (published fortnightly), the IPSF NewsBulletin (published once a year), the IPSF Annual Report (published once a year), and the Phuture supplement (published once a year). The responsibility of the Chairperson is to take care of the content and the design of the publications, as well as, chair and co-ordinate the editorial board. The IPSF website is managed by a content management system developed and managed by a professional company. However, you must have experience and understanding about websites as you will be the person liaising with the website company and coordinating the website technically.

Aside from this, the Chairperson of Publications is also responsible for designing, making and inventing new imaginative ways of promoting IPSF and its projects such as flyers, posters, booklets depending upon the plans for the year. The time commitment for the position ranges from 20 hours to 25 hours a week.

For further information please contact: publications@ipsf.org

Chairperson of Public Health

As the IPSF Chairperson of Public Health you are the head of the public health team. This team comprises of the public health subcommittee (IPSF – PHSC), the subcommittees of the special projects and the coordinators of the various campaigns and projects. The IPSF Public health projects under supervision include HIV/AIDS, Tobacco, Healthy living and diabetes, Tuberculosis, Humanitarian and Anti-Counterfeit Drugs Campaign.

It is your responsibility to ensure not only a perpetual planning, promotion, improvement, and implementation IPSF Public health campaigns and special projects but also spreading the latest information surrounding these topics to the IPSF members. The Chairperson is a liaison between IPSF and other professional contacts at the World Health Organization (WHO), the International Pharmaceutical Federation (FIP) and many other student and professional health care bodies. . It is mandatory for the Chairperson of Public Health to represent IPSF at the WHO executive board meeting in January and World Health Assembly in May- both held at Geneva, Switzerland.

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As Chairperson of Public Health, one can expect to dedicate at least 20 - 25 hours per week on maintaining the portfolio, but this of course depends on how the individual would like to expand the projects within this division of IPSF. A baseline knowledge of IPSF Public Health Campaigns and the current special projects, especially of what is required to successfully plan and implement them, as well as familiarity with public health topics and IPSF in general are definite advantages to carrying out a successful year.

For further information please contact: publichealth@ipsf.org

Chairperson of Public Relations

The Chairperson of Public Relations is responsible for maintaining communication with IPSF Member countries to ensure they are satisfied with what IPSF has to offer, and in turn bringing forth recommendations for improvement from members to the IPSF Executive. A significant portion of this portfolio is dedicated to the promotion of IPSF 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 Regional Co-ordinators and IPSF Regional Offices. It is also important to focus on promoting IPSF to current members to maintain activity and strength in the Federation.

Administratively, the Chairperson of Public Relations is also responsible for updating information lists of Contact Persons. The Chairperson of Public Relations also oversees the IPSF Membership Promotion Committee and is charged with overseeing and directing the activities of all Regional Co-ordinators appointed annually at the IPSF World Congress. The position is responsible for the management of the IPSF Contact Person, VIP and Membership Promotion Committee E-groups.

One can expect to dedicate 25-30 hours a week to completing the Public Relations tasks. While the business of the Federation is regularly conducted in English, a working knowledge of other official Federation languages (French, Arabic, and Spanish) would be a considerable asset. To be successful at this portfolio, candidates must have access to email on a daily basis.

Excellent communication skills, extensive knowledge of the Federation and how it operates, motivation to travel and promote the Federation and its activities, and a contagious exuberance for IPSF are definite assets in successfully completing the expectations of this position.

For further information please contact: pr@ipsf.org

Chairperson of Student Exchange

The Chairperson of Student Exchange is responsible for the smooth running of the Student Exchange Programme (SEP). This includes communicating with Student Exchange Officers (SEOs) and assisting them with their work, helping applicants and potential applicants, working

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together with the Student Exchange Committee, overseeing the Student Exchange Database, and resolving conflicts in problematic situations.

Besides this, the Chairperson of Student Exchange can carry out projects together with the Student Exchange Committee, like the Big Sister Project and Helping Hand Project, as well as administrative work like revising the SEP documents and creating support materials for Student Exchange Officers.

As the Chairperson of Student Exchange gets in contact with many students from various countries, they can also help the Chairperson of Public Relations in recruiting new members for the Federation and as they have regular contact with SEOs who are representatives of member associations. The Chairperson of Student Exchange also works together with the Treasurer in sorting out Student Exchange fees of member associations and SEP grants, together with the Development Fund Committee. This position requires about 30 hours a week. It can be done while studying, but maybe not in the hardest year of the university.

For further information please contact: sep@ipsf.org

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