



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

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 but you will be required to cover the cost of the rest of your IPSF work-related travel. It is 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.

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.

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 20 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. Candidates should be prepared to be able to support themselves financially over the year for coverage of travel costs to meetings such as the IPSF Congress Slovenia 2010; executive meetings one and two.

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

61ST IPSF EXECUTIVE BOARD

Secretary General: Vacant

Chairperson of Media and Publications: Amr Sobhy (Egypt)

Chairperson of Professional Development: Marcin Radke (Poland)

Chairperson of Public Relations: Jane Ho (Taiwan, China)

President: Mohamed Sultan (Egypt)

Treasurer: Mehdi Zeghal (Tunisia)

Chairperson of Pharmacy Education: Vacant

Chairperson of Public Health: Vacant

Chairperson of Student Exchange: Vacant



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

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. 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 offers boundless opportunities for you to explore IPSF and the pharmacy profession. Candidates should be prepared to be able to support themselves financially over the year for coverage of travel costs to meetings such as the IPSF Congress Slovenia 2010; executive meetings one and two, also he\she will be in charge of IPSF sessions at the FIP Congress in Lisbon, Portugal September 2009 thus attendance is mandatory

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. 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.

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.

61ST IPSF EXECUTIVE BOARD

Secretary General: Vacant

Chairperson of Media and Publications: Amr Sobhy (Egypt)

Chairperson of Professional Development: Marcin Radke (Poland)

Chairperson of Public Relations: Jane Ho (Taiwan, China)

President: Mohamed Sultan (Egypt)

Treasurer: Mehdi Zeghal (Tunisia)

Chairperson of Pharmacy Education: Vacant

Chairperson of Public Health: Vacant

Chairperson of Student Exchange: Vacant



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

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 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 any further information about any of this portfolios please contact IPSF President; president@ipsf.org

Please submit your CV and application form to president@ipsf.org by 17th September 2009.

61ST IPSF EXECUTIVE BOARD

Secretary General: Vacant

Chairperson of Media and Publications: Amr Sobhy (Egypt)

Chairperson of Professional Development: Marcin Radke (Poland)

Chairperson of Public Relations: Jane Ho (Taiwan, China)

President: Mohamed Sultan (Egypt)

Treasurer: Mehdi Zeghal (Tunisia)

Chairperson of Pharmacy Education: Vacant

Chairperson of Public Health: Vacant

Chairperson of Student Exchange: Vacant