

# Optional Officers

## MEMBERSHIP COORDINATOR

### **Purpose:**

The Membership Coordinator is critical for the strength of your chapter and oversees the efforts to recruit and sustain active membership in the NCPA Student Chapter

### **Responsibilities:**

It shall be the duty of the Membership Coordinator to plan and implement strategies for identifying, recruiting, and retaining members. The Membership Coordinator must ensure that membership development is included annually in planning as well as plan and develop activities throughout the year to encourage member engagement.

### **Tips for Success:**

- Set Goals for Membership:
  - Setting goals is a great way to drive your activities. It can be as simple as increasing your overall number of student members, to increasing the retention of fourth year members, the goals you set for your membership will give you a way of gauging the success of your membership initiatives.
- Maximize on Outreach and Influence:
  - What drove you to become involved? What is it that motivates your continued involvement? Being able to share your story with potential members is one of the best ways to reach your goals. Three important factors play into initial membership: Peer Influence; Networking Opportunities; and Career Development, by knowing the student membership benefits you can leverage your story to grow the presence of your student organization on campus.
- Engage your Members
  - Members join for a reason, and members want to feel that their contributions financially through their dues weren't wasted. By encouraging active involvement of your members through committee positions, projects, and chapter challenge, you can show your chapter members their worth!
- Review the [Membership Toolkit](#)

## LEGISLATIVE ADVOCACY COORDINATOR

### **Purpose:**

The Legislative Advocacy Coordinator is the heart of the NCPA Student Chapter. As a chapter of the most politically active pharmacy organization, ensuring increased awareness among student chapter members of pharmacy-related federal and state legislation is extremely important. Educating your members on how to be effective advocates for the profession of pharmacy and the patients we serve will empower your membership as they grow through their education. Through participation in NCPA advocacy initiatives you will build member understanding of key pharmacy related issues.

### **Responsibilities:**

It shall be the duty of the Legislative Advocacy Coordinator to promote involvement of students in the legislative process and educate students on key issues being promoted by NCPA.

### **Tips for Success:**

- Grassroots Advocacy – Educate the Members:
  - Advocacy is an important aspect of professionalism in pharmacy. Educating student members about the important impact that can be made through grassroots efforts will serve to empower them in the future.
- Fundraiser for the [NCPA PAC](#)
- Build a Relationship with your State Pharmacy Association!

- This will serve as a valuable resource to understanding the issues affecting your members at a state level and will greatly complement the understanding of NCPAs national issues.
- [Review the Advocacy Toolkit](#)

## **PATIENT CARE COORDINATOR**

### **Purpose:**

The Patient Care Coordinator is necessary for overseeing and facilitating patient care activities of the NCPA Student Chapter. Community pharmacists are the backbone of the profession, and by encouraging student members involvement in patient care initiatives and community health programs we can make a measurable impact on the communities we serve.

### **Responsibilities:**

It shall be the duty of the Patient Care Coordinator to promote involvement of students in patient care initiatives.

### **Tips for Success:**

- Build Relationships with Pharmacies in the Area:
  - Community Pharmacists are who you represent at the student level, therefore building relationships with the stakeholders in the community can be a gateway to your success. From recruiting preceptors for screenings to promotion of your activities, knowing the community pharmacists in your area is a valuable resource.
- Communication is Key:
  - Successfully planning your activities throughout the year will involve multiple individuals, students and pharmacists. Having the ability to delegate tasks for event planning and manage deadlines will make the process easier on both you and the people you are working with.
- Evaluate and Grow:
  - Keeping track of what you did, how you did it, and what the results were will allow you to streamline your activities and prevent problems in the future. Things such as student attendance, the costs associated with each event, how you promoted the event, and any feedback received should be kept in mind throughout the planning process.

# WHY COMMITTEES ARE ESSENTIAL

Committees are a powerful tool that allow effective operation of the organization. Beyond the goals they accomplish, committees provide a way of engaging your members while involving them in the development of the organization. All chapters will have an Executive Committee comprised of the elected officers of the chapter. The chapter constitution may call for other standing committees and from time to time, the chapter may need to organize special committees for a specific purpose and disband the special committee when the purpose is met.

Committees are also the training ground for future leadership and an arena where emerging leaders can test and refine their skills and abilities. In addition to this, the use of committees prevents the weight of the organization falling solely on the executive committee members, reducing burnout of student leaders.

## Types of Committees

1. **Executive Committee:** A committee comprised of elected positions with the purpose of leading the organization as a whole. The executive committee facilitates the activities of all other committees in the organization. The chapter constitution may empower the executive committee to make emergency decisions (e.g. cancel or postpone a meeting) without a vote of the full membership.
2. **Standing Committee:** Standing committees are formed to achieve a specific purpose of the organization and should be appointed a chair and be populated every year. Each committee has a different mission, known as a “Charge”. The charge of the committee should be taken into consideration when planning the activities of the committee and at all committee meetings.
3. **Special or Ad Hoc Committee:** These committees are formed to achieve a short-term goal. When a task requires a collaborative effort for completion, an Ad Hoc committee might be formed to provide more direction. The committee is disbanded when the goal is met.

## Defining the Leadership

The overall success of a committee can often be directly linked to the effectiveness of the committee chair. Since this individual is ultimately responsible for planning the work of the group, conducting meetings, maintaining records and appropriate information about their decisions, ensuring actions are taken, and evaluating results, it’s no wonder so much depends on their effectiveness.

Committees within organizations are usually led by a Chair, as well as a Co-Chair in some instances. These positions can be filled by members of the Executive Committee as well but might serve as another opportunity for members to grow in the organization as a leader. A general understanding is that members of the Executive Committee are not required to join Standing Committees, but rather serve as “Ex Officio” members of each committee, meaning that they are a member by means of their existing position on the Executive Committee.

## Making a Committee Effective

Once you’ve selected the committee’s chair, and co-chair in some cases, make sure they communicate the obligations of committee participation to potential committee members. Committee members need to clearly understand exactly what a position on the committee entails, including the time commitment, job duties, meeting times, and so on. Without understanding this up front, people who are willing to serve may not be positioned to serve well.

Defining the responsibilities of members within each committee will provide accountability and result in clear expectations for the committee, eliminating confusion. It should be clear that the Executive Committee members serve to facilitate the activities of these standing committees.

# FUNDRAISING COMMITTEE

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**Fundraising Committee** is responsible for organizing new programs to raise money for the chapter.

The establishment and maintenance of an organization's finances is one of the most important facets of a chapter. Finding income sources is an ongoing process and should be handled with the guidance of your NCPA faculty liaison, NCPA Student Affairs Department, and the commitment and creativity of your chapter members. Each NCPA student chapter will need to find sources of income to take care of the expenses created by forming and running a student chapter. The chapter might also consider developing an income and expense budget. A specific fundraiser to reimburse student members for travel to NCPA conventions is a great way to increase convention attendance and chapter members.

# COMMUNITY SERVICE COMMITTEE

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**Community Service Committee** is responsible for organizing health care events for the school and the surrounding community. This committee should consider any project that provides information to the public and enhances their knowledge of health issues.

## Project Ideas for Community Service

1. Health awareness programs at schools and in the community
  - a. Drug abuse
  - b. Poison prevention
  - c. AIDS awareness
  - d. Steroid abuse
2. Educational programs
  - a. Career day programs
  - b. Pharmacy month (October) programs
  - c. Residence hall workshops for college students
  - d. Exhibit at state pharmacy meetings
  - e. Brown bags
3. Volunteer opportunities
  - a. Food drives/meals on wheels
  - b. Red Cross blood drive volunteers
  - c. Local area free clinics
  - d. Nursing homes
  - e. Participate in community health fairs
  - f. [National Bone Marrow Donor Drive](#)
4. Community opportunities
  - a. Prepare dinner for families at Ronald McDonald House
  - b. Clothing drive for the Salvation Army
  - c. Race for the Cure (Breast Cancer Awareness)
  - d. Canned food drive
5. Health fairs
  - a. Independent community pharmacies
  - b. Grocery stores
  - c. Long term care facility
  - d. Malls
  - e. On campus
6. Pharmacist services
  - a. Prescription disposal program
  - b. "Ask Your Pharmacist" booths
  - c. Importance of compliance
  - d. Health screenings: glucose, blood pressure, lipid panels, etc.
  - e. OTC review programs
  - f. Proper medication use programs

# **PROGRAMMING COMMITTEE**

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**Programming Committee** is responsible for setting up speakers, panels, and programs for the students on campus to enhance their knowledge of pharmacy issues.

## **Guest Speakers**

1. NCPA pharmacist members and independent owners
2. Pharmacists practicing in:
  - AIDS
  - Alternative medicine
  - Asthma
  - Compounding
  - Diabetes
  - DME/home health care
  - Home infusion
  - Hypertension
  - Hyperlipidemia
  - Immunization programs
  - Pharmacogenomics
  - Smoking cessation
  - Specialty medications
  - Stress management
  - Veterinary pharmacy
  - Weight loss
3. NCPA Student Leadership Council Members
4. NCPA Student Affairs Department

## **Other Programs**

- Site visits to local independent pharmacies
- Networking dinners
- Career roundtable discussion
- Independent pharmacy day
- Legislative Action Day

# CONVENTIONS COMMITTEE

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**Conventions Committee** is responsible for promoting the NCPA Annual Convention and NCPA Annual Congressional Pharmacy Fly-In to students and faculty and working with the fundraising committee to organize an event.

NCPA provides support and welcomes students to the annual convention by offering reduced registration to student members, multiple free meals, future pharmacist programming, one of the largest exhibit halls, and plenty of entertainment. See the [website](#) for details about programming.

The conventions committee should start sending out several flyers, e-mails and announcements about the conventions two to three months before the convention, with frequent follow-up. These should include details on approximate cost (i.e. airfare, hotel, food, etc.), ideas about recreational activities in the area, and student programming information.

The conventions committee should also work with faculty and staff to ensure exam schedules do not conflict with travel to the conventions.

## **Promotion ideas:**

- Promote the reduced registration
- Chapter travel reimbursement from a specific fundraiser
- Networking opportunities
- Opportunity to view the Good Neighbor Pharmacy NCPA Pruitt-Schutte LIVE Business Plan Competition

# **PUBLIC RELATIONS COMMITTEE**



**Public Relations Committee** is responsible for compiling a report for the student chapter awards program and promoting the NCPA student chapter projects.

## **News Releases**

News releases are very important for NCPA Student Chapters to use because a news release generates attention for the chapter. Student chapters can develop news releases concerning the new formation of an NCPA student chapter, newly elected officers, programs taking place, or just providing information about the student chapter itself. The following sample press releases relate to the formation of a new chapter and newly elected officers. The release must first be sent to NCPA for review, and then can be sent to the chapter's school paper and state association for publication.

If there are any questions regarding news releases, do not hesitate to contact the NCPA Student Affairs Department at [studentaffairs@ncpa.org](mailto:studentaffairs@ncpa.org) or by phone at (800) 544-7447 for any additional help.

## **Sample News Release**

FOR IMMEDIATE RELEASE

CONTACT INFORMATION (phone and/or email) \_\_\_\_\_

### ***NEW NCPA STUDENT CHAPTER OFFICERS***

[Date- City, State]- The [School Name] Student Chapter of NCPA, the National Community Pharmacists Association which represents independent pharmacy, elected new chapter officers [date].

The new officers are:

President: \_\_\_\_\_

President-Elect: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

The outgoing officers are:

President: \_\_\_\_\_

President-Elect: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

INSERT PERSONALIZED QUOTE from outgoing president, for example, congratulating new officers, thanking outgoing officers, etc.

Under the new leadership, the chapter intends to increase membership, gain more recognition on campus, and expand their knowledge of independent pharmacy [or other chapter goals]. NCPA student chapter members are pharmacy students who are interested in pursuing a career in independent community pharmacy upon graduation. The [School Name] chapter, which was formed in [year], has [number] active members who participate in a wide variety of community service, fundraising, and social activities. The National Community Pharmacists Association (NCPA), represents the nation's community pharmacists, including the owners of over 19,400 pharmacies.

## MEMBERSHIP COMMITTEE



**Membership Committee** is responsible for organizing and promoting the membership drive for the student chapter. The preferred way to transmit membership applications and dues is via the NCPA Student Membership form: <https://www.jotform.com/form/200823534698057> This allows students to pay online and enter their own information, thus reducing transcription errors and delays in payment processing. Chapters must have a minimum of 16 national dues paying members to maintain active chapter status.

The membership of any organization is critical to its growth and prosperity. Without individuals who believe in a particular issue and work towards a certain goal, there can be no foundation for an organization. Active membership, eagerness to participate in programs and projects, while also learning more about the opportunities that exist in independent pharmacy is essential for each NCPA Student Chapter.

Membership is addressed in the [sample by-laws](#) , which identifies an NCPA Student Member as a student "currently enrolled and in good standing in an accredited or candidate status college of pharmacy." The organization can only grow and develop if there is a continued effort to ensure the recruitment of interested individuals. Student chapters face this dilemma constantly because of the rapid and continuous turnover of the student members.

For the student chapter, a membership drive is an ideal way to attract new students while also using the drive to engage current members. The following are suggestions concerning membership drives for use by the student chapters:

- Membership drives should be held near the beginning of the school year in order to raise awareness of your organization to new students.
- Chapter presidents are designated organization administrators in our membership database. So they just need to log into our website at [Sign In \(ncpa.org\)](#) to view and download their roster. Click [here](#) to watch a video of the 2021-2022 Student Leadership Council President-Elect, Madeline Clark, walk you through how to do this. Still need help? Email [studentaffairs@ncpa.org](mailto:studentaffairs@ncpa.org). Use this roster to ask students attending chapter meetings to renew or join NCPA.
- Develop a program, featuring a speaker, refreshments, and membership information; invite all students to attend.
- Set-up a table with student membership recruitment material and have student members there to talk to interested students between classes.
- Make announcements in class, on bulletin boards, in school papers, etc. about the organization, and activities and programs, following-up with informational recruitment meetings.
- Volunteer to make a presentation about NCPA and Independent Pharmacy at your pharmacy school's orientation. Contact NCPA for suggestions on presentation development.

The NCPA student membership application may be accessed online at <https://www.jotform.com/form/200823534698057>.