

APhA Academy of Student Pharmacists

Transitions Guide

Chapter Leader

Introduction to the Leadership Transitions Guide

Welcome to the **American Pharmacists Association Academy of Student Pharmacists (APhA-ASP) Leadership Transition Guide (LTG)**. This manual is meant to support effective transitions between incoming and outgoing officers, providing essential tools and resources necessary for understanding the roles and responsibilities of the position.

As an APhA-ASP Chapter Leader, it is essential to understand the ins and outs of your role so that you may effectively lead your chapter, share opportunities with your peers as well as serve your communities. Each chapter is unique and will need to adapt to their members' needs. Use this guide to establish transparency, consistency, structure, and organization within your position so that you have the foundation to thrive and achieve success!

Who should use the LTG?

All APhA-ASP Chapter leaders, including chairs, class liaisons, and positions unique to your chapter should use the LTG. The manual and related materials should be used by the outgoing officer throughout the year and shared with the elected/selected person for their position.

What is covered in the LTG?

This manual contains information and essential components about your position. Use the table of contents to guide your reading and conversations.

How to use the LTG

Consider printing out the manual or obtaining an electronic copy for the incoming and outgoing leaders to fill out together with.



Visit <https://www.pharmacist.com/apha-asp> for additional resources.

Table of Contents

Requirements for all Chapter Officers	3
Position Specifics	5
Timeline	9
Year in Review	11
Expansion on Key Events	13
Special Considerations	16
Essential Discussion Points	17
Goals for Upcoming Year	18
References and Links	19

Requirements for all Chapter Officers

Each chapter officer should use these requirements along with the additional requirements found in the LTG. It is important to note that APhA-ASP Chapters and schools or colleges of pharmacy may have additional requirements for student leaders. It is the responsibility of every chapter officer and advisor to review and update the position descriptions and requirements each year.

Term Requirements of All Chapter Officers

A chapter officer will serve approximately a 15-month term:

- 3 months shadowing, learning, and training with outgoing chapter officers (elections occur in February, incoming and outgoing chapter leaders attend APhA Annual Meeting & Exposition in March, and transitions occur in April and May).
- 12 months as an official chapter officer (last 3 months training the incoming officer while fulfilling the position responsibilities).

Remain in satisfactory academic standing with college or school of pharmacy. Leadership in APhA-ASP is meant to complement, not compete with, the leader's education. All APhA-ASP leaders are expected to maintain satisfactory academic performance, and a leader's education will always come first. In fact, many leaders find that leadership enhances educational experiences and educational experiences enhance leadership.

Responsibilities of All Chapter Officers

- Conduct self in a professional and ethical manner at all times.
- Inspire student pharmacists to become members of APhA and leaders within the profession.
- Utilize creativity to challenge student pharmacists to be innovative.
- Mentor and assist the chairs of the committees associated with your elected position (if applicable).
- Encourage chapter representation at APhA and APhA-ASP regional and national meetings and promote the importance of regular meeting attendance to chapter members.
- Build a strong relationship with chapter advisor(s), faculty and administration, community practitioners, and new practitioner mentors.
- Complete required training by APhA-ASP and the school or college of pharmacy and university.
- Be familiar with all operations and programs of APhA and APhA-ASP on the national and regional levels.
- Be familiar with pharmacist.com/apha-asp, Student Pharmacist Connection and Chapter Executive Update, and incorporate this information into your local operations.
- Review previous year's Chapter Achievement Report.
- Maintain accurate records of chapter activities and programs for reporting to APhA, college, school, university, or other stakeholders.
- Help the President-elect gather information and write the Chapter Achievement Report, including maintaining chronological lists throughout the year.

- Review and update all chapter officer position descriptions and responsibilities each year.
- Perform the duties of other offices in the interim during which there is no such officer.
- Follow all APhA social media channels.
- Serve the term requirements for position.

Required and Encouraged Meeting Attendance for All Chapter Officers

- All chapter general body meetings and executive committee meetings
- All APhA and school or college of pharmacy leader training events
- APhA-ASP Midyear Regional Meeting
- APhA Annual Meeting & Exposition
- State Association Meetings

Position Specifics

Leadership Position:

Purpose:

Additional Responsibilities:

Contact Information:

Outgoing Chapter Leader

Name _____

Email _____

Phone _____

Incoming Chapter Leader

Name _____

Email _____

Phone _____

Chapter-specific Responsibilities:

Outgoing Leader, please list 3-5 general responsibilities related to your position.

Committees of the <POSITION TITLE>

COMMITTEE TITLE

COMMITTEE DESCRIPTION

Timeline

Outgoing Leader, please provide an approximate overview of your monthly duties.

Month	Responsibilities & Events
August	
September	
October	
November	
December	
January	

Month	Responsibilities & Events
February	
March	
April	
May	
June	
July	

Year in Review

Outgoing Leader, please expand on the following prompts

What events/ideas worked well this year?	
What events/ideas did not work well this year?	
What events/ideas would you recommend continuing or discontinuing?	

<p>What did you learn from this position?</p>	
<p>What would you change for next year?</p>	
<p>What additional advice do you have for the incoming leader?</p>	

Expansion on Key Events

Outgoing leaders: please expand on key events you have held and share event checklist if applicable.

Event Name	Date	Description	Cost	Contact(s)	Tips & Pearls

Event Name	Date	Description	Cost	Contact(s)	Tips & Pearls

Event Name	Date	Description	Cost	Contact(s)	Tips & Pearls

Special Considerations

Who all will you be working with or talking with throughout your term?

Do you have a subcommittee or sub-positions? If yes, describe.

How do you recommend working with all of these other individuals?

What other information pertains to this position that was not highlighted previously?

Essential Discussion Points

To guide discussion between incoming & outgoing leaders

1. What challenges have you faced in this position? What challenges may come up this upcoming year?
2. What aspects of this position were more rewarding or successful? How can you continue this for the upcoming year?
3. Discuss the financial planning and budgeting for this position below.

Goals for the Upcoming Year

For incoming and outgoing officers to fill out together. Consider sharing your final goals with the rest of your chapter leaders or your chapter advisor(s).

Incoming Leader: What are your goals for the upcoming year?

Outgoing Leader: What would you like to see for the position moving forward?

References and Links

- [APhA-ASP Chapter Officer Resources Webpage](#)
- [Chapter Officer Resources Hub](#)
- [2020 Chapter Operations Manual](#)
- [APhA-ASP Event Planning Checklist and Timeline](#)