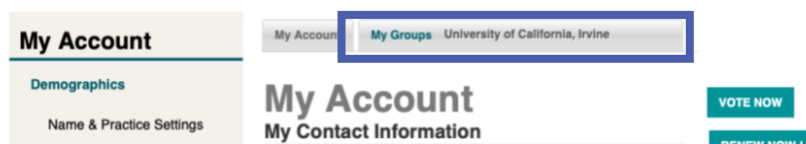


APhA Academy of Student Pharmacists

Chapter Executive Committee Roster Updates

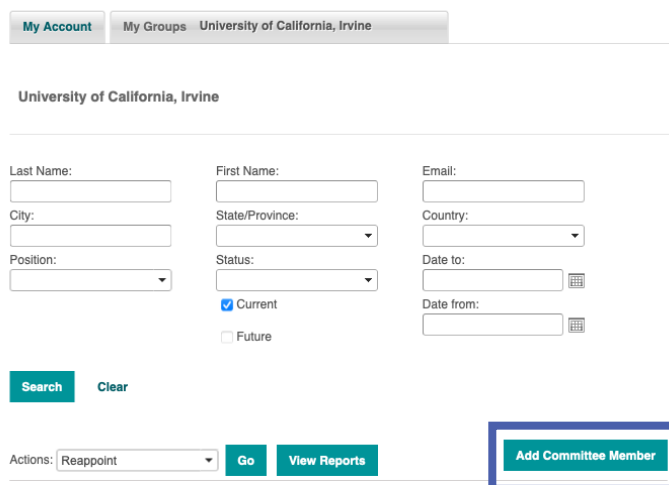
Outlined below is the process for updating members of your executive committee roster. If you run into any issues with updating the roster, please reach out to Elise Damman, Senior Manager, Student Development at edamman@aphanet.org.

1. Log in to pharmacist.com using your personal account.
2. Click the “My Groups” tab at the top of the page (you will automatically be redirected to the **Committee Management** page).



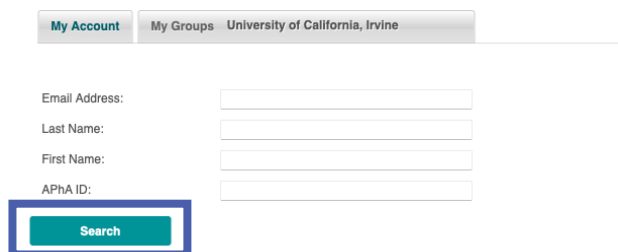
3. Click “Add Committee Member” (you will automatically be redirected to the **New Committee Member Search** page).

Committee Management



4. Confirm that your chapter name is still appearing at the top of the page and click the “Search” button to pull up the chapter’s roster.

New Committee Member Search



5. Use the buttons on the lefthand side of the screen to select the desired member from the list and click “continue” at the bottom of the page.

New Committee Member Search

My Account My Groups University of Saint Joseph School of □

Email Address:

Last Name:

First Name:

APhA ID:

Search

Search Results for

Select	APhA ID	Name	Primary Phone	City	State
<input type="radio"/>	000000000000	Jane Adams	(999)999-9999	Arlington	VA
<input checked="" type="radio"/>	000000000000	Joe Shoe	(999)999-9999	Arlington	VA
<input type="radio"/>	000000000000	Mary Smith	(999)999-9999	Arlington	VA

Continue

6. Update the committee position information to include the below details. Click “Save” at the bottom of the page to save the updated information.

*** Required**

Name: Joe Shoe

*** Position:** Chapter Executive Member

Sub-Position: Select

*** Participation Status:** Active

*** From:** 7/5/2022

To: 6/30/2023

*** Voting Status:** Non Voting Member

Save Cancel

Use the table below for the permitted position titles. If a leader holds a position that is not included in this list please indicate them as a Chapter Executive Member.

Position start date can be the date the individual is elected to allow overlap between the outgoing and incoming officers.

Position end dates will default to one year. Update the position end date to 06/30/20YY of the following year. Ex: If an individual is elected to start in 2023, their end date is 06/30/2024.

APhA-ASP Permitted Roster Titles	
Chapter Title	Drop-Down Title
Chapter President	President <i>*Do not select National President*</i>
Chapter President-elect	President-elect <i>*Do not select National President-elect*</i>
Communications Vice President	Communications Vice President <i>*Do not select Communications - Chair or Communications - Members*</i>
Finance Vice President	Finance Vice President
International Vice President	International Vice President <i>*Do not select International - Member*</i>
Membership Vice President	Membership Vice President
Policy Vice President	Policy Vice President <i>*Do not select any of the following: Policy-Chair, Policy-Member, HOD State Executive, Delegate or Regional Delegate *</i>
Patient Care Vice President	Patient Care Vice President
Operation Diabetes Chair	Operation Diabetes
Operation Heart Chair	Operation Heart
Operation Immunization Chair	Operation Immunization
Operation Reproductive Health Chair	Operation Reproductive Health
Operation Substance Use Disorders Chair	Operation Substance Use Disorders Chair
OTC Medicine Safety Chair	OTC Medicine Safety
All Other Positions	Chapter Executive Member

The selected designation will determine which roster(s) the individual is included on for national communications. Additional titles will be available in the drop-down menu but should not be utilized as this could result in your chapter officer not receiving position specific communications. Vice Presidents are encouraged to share position specific communications with their committees, when applicable.

- Return to the **Committee Management** page to review the committee roster and ensure your updates have saved.

Committee Management

[My Account](#)

University of Saint Joseph School of Pharmacy

Last Name:	First Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State/Province:	Country:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position:	Status:	Date to:
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Current	Date from:
	<input type="checkbox"/> Future	<input type="text"/>

[Search](#)

[Clear](#)

Actions:	Reappoint	Go	View Reports	Add Committee Member
Displaying 6-10 of 10				
	1	2	View All	< >
<input type="checkbox"/>	Last/First Name	Position	From/To	Contact Information
<input type="checkbox"/>	Smith, Mary	President	07/05/2022 - 06/30/2023	msmith.aphasp.edu (999)999-9999
<input type="checkbox"/>	Adams, Jane	Membership Vice President	07/05/2022 - 06/30/2023	jadams@aphasp.edu (999)999-9999
<input type="checkbox"/>	Blank, Tim	Operation Diabetes	07/05/2022 - 06/30/2023	tblank@aphasp.edu (999)999-9999
<input type="checkbox"/>	Paad, Lily	Operation Immunization	07/05/2022 - 06/30/2023	lpaad@aphasp.edu (999)999-9999
<input type="checkbox"/>	Shoe, Joe	Chapter Executive Member	07/05/2022 - 06/30/2023	jshoe@aphasp.edu (999)999-9999
Displaying 6-10 of 10				
	1	2	View All	< >
Actions:	Reappoint	Go	View Reports	Add Committee Member

- Repeat this process for all committee members.