

APhA-ASP INTERNATIONAL STANDING COMMITTEE

APhA-ASP is the Full Member Organization representing the United States to International Pharmaceutical Students' Federation (IPSF). As a member of APhA-ASP you are automatically a member of IPSF. As the leading worldwide federation of student pharmacists, IPSF's goal is to advocate for student pharmacists increase awareness of international health topics and improve public health. This is accomplished through provision of education and opportunities to promote networking and cooperation between professionals globally.

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| COMMITTEE MEMBERS: | <p>APhA-ASP National President-elect (National Executive Committee Liaison)</p> <p>Four Members appointed by the APhA-ASP National Executive Committee. These positions include: IPSF National Contact Person, IPSF National Project Coordinator, Student Exchange Officer, and the Student Exchange Officer-elect (two-year term)</p> <p>A Committee Chair, selected from among the four Members by the APhA-ASP National Executive Committee.</p> |
| STAFF LIAISON: | <p>Lynette Hamilton Plowden Senior Manager, Student Development</p> |
| GOAL: | <p>To connect APhA-ASP members with international pharmacy opportunities in IPSF by promoting the Association's involvement in student exchanges, world health campaigns, international conferences, and internships.</p> |
| PURPOSES: | <p>The APhA-ASP International Standing Committee is charged to:</p> <ol style="list-style-type: none">1. To promote international involvement through IPSF public health campaigns and student exchange programs.2. Update student pharmacist members on international healthcare issues.3. Represent APhA-ASP a member of the official United States' delegation to IPSF World Congress.4. Fulfill the responsibilities and duties for each respective IPSF position.5. To prepare timely reports for the Academy National Executive Committee and IPSF. |

APhA-ASP/IPSF NATIONAL CONTACT PERSON (NCP)

RESPONSIBILITIES:

Maintain Correspondence:

- Be familiar with and follow the IPSF Constitution and other official IPSF documents.
- Answer all IPSF email correspondences in a timely manner.
- Maintain regular contact with other NCPs around the world and the Chairperson of Internal Relations to build strong diplomatic relationship.
- Attend NCP meetings hosted by the Chairperson of Internal Relations and any Pan American Regional Office (PARO) Officers to represent APhA-ASP.
- Ensure that all information regarding APhA-ASP is updated on ipsf.org, and vote on behalf of APhA-ASP when needed.
- Regularly forward relevant IPSF announcements and opportunities to APhA-ASP members via email and Facebook posts.
- Maintain and update online media, including the IPSF sub-page under pharmacist.com and the APhA-ASP/IPSF Facebook Page.
- Provide monthly updates via email to APhA-ASP International Vice Presidents (IVPs), including information regarding important dates, deadlines, programs, events, and promotional efforts.
- Maintain regular contact with APhA staffs, the NEC liaison, and other members of the International Standing Committee, regarding progress and achievements.
- Maintain records of all APhA-ASP/IPSF activities and collect all event forms submitted within each term.

Serve as a Representative of Both APhA-ASP and IPSF:

- Represent APhA-ASP, along with the SEOs and NPC, at World Congress and ensure Official Delegates are fully instructed on proceedings.
- Provide APhA-ASP/IPSF-related updates and feedback to the ISC and PARO Regional Relations Officer for discussion.
- Serve as a co-presenter for the IPSF Workshop at the APhA Annual Meeting, in conjunction with the other members of the APhA-ASP International Standing Committee.
- Serve on the committee to help select APhA-ASP members for the Student Exchange Program (SEP).

Fulfill Reporting and Form Requests:

- Provide the IPSF Chairperson of Internal Relations and the IPSF PARO Regional Relations Officer with updated contact information for APhA-ASP National Officers.
- Provide Membership Verification Form to members registering for the IPSF World Congress.
- Complete the World Congress Credentials Form and return to the Secretary General.
- If extenuating circumstances arise and the CP is unable to attend, the CP must ensure that up to three APhA-ASP members attending World Congress are selected to serve as APhA-ASP Official Delegates; if no members are able to serve as Official Delegate, the CP is responsible for contacting another IPSF Member Organization to vote on behalf of APhA-ASP at the World Congress General Assembly. Ensure the Secretary-General is aware of this.
- Complete and submit the IPSF Annual Contact Person's Report by July 15th for inclusion in the IPSF World Congress Folder, based on any APhA-ASP/IPSF Chapter Event Forms submitted throughout the year.
- Utilize the IPSF CP online voting system to serve as an Official Delegate to APhA-ASP throughout the year.
- Ensure annual membership fee is paid by January 1st or within 30 days of invoice from the IPSF Executive Board Treasurer.

APhA-ASP/IPSF NATIONAL PROJECT COORDINATOR (NPC)

RESPONSIBILITIES:

Maintain Correspondence:

- Be familiar with and follow the IPSF Constitution and other official IPSF documents.
- Answer all IPSF email correspondences in a timely manner.
- Attend APhA-ASP International Standing Committee monthly conference calls.
- Attend any IPSF Pan American Regional Office (PARO) conference calls.
- Serve as a co-presenter for the IPSF Workshop at the APhA Annual Meeting, in conjunction with the other members of the APhA-ASP International Standing Committee.
- If attending World Congress, be responsible for representing APhA-ASP as an Official Delegate at the General Assembly.
- Serve on the committee to help select APhA-ASP members for the Student Exchange Program (SEP).
- Develop communications relevant to public health campaigns or any other international opportunities for inclusion in communication to student pharmacist members.
- Create comprehensive IPSF Activity Reports based on APhA-ASP/IPSF Chapter Event Forms.
- Assist with the development of website, social media and webinars throughout the year to aid Chapter International Vice Presidents (IVPs) and Regional Officers.

Promote IPSF Campaigns and Activities:

- Remain up to date on information regarding all IPSF campaigns, including those not sponsored by APhA-ASP.
- When applicable, present information to APhA-ASP National Executive Committee and APhA Staff regarding the addition of IPSF campaigns and projects to be promote by APhA-ASP.
- Create new and creative ways for student pharmacists to promote IPSF activity at their school/university, including involvement in campaigns not sponsored by APhA-ASP.
- Update outdated documents and/or create new documents regarding APhA-ASP/IPSF sponsored campaigns and projects.
- Collect submissions of the chapter spotlight form for NCP to publish in the IVP monthly newsletter.
- Compile chapter spotlights and the IPSF sections on Chapter Achieve Reports for NCP for the submission of IPSF annual reports.

APhA-ASP/IPSF STUDENT EXCHANGE OFFICER & OFFICER-ELECT

TERM OF OFFICE: Two-year term beginning as Student Exchange Officer-elect the first year, then as Student Exchange Officer during the second year.

RESPONSIBILITIES: **Maintain Correspondence:**

- Serve as the Chair or the chair-elect of the International Standing Committee. The SEO will facilitate monthly ISC conference calls.
- Attend APhA-ASP NEC/NSC Chairs monthly conference calls.
- Be familiar with and follow the IPSF Constitution and other official IPSF documents.
- Answer all IPSF email correspondences in a timely manner.
- Attend APhA-ASP International Standing Committee monthly conference calls.
- Facilitate creation of presentation and guide discussion of the IPSF Workshop at the APhA Annual Meeting, in conjunction with the other members of the International Standing Committee.
- If attending World Congress, be responsible for representing APhA-ASP as an Official Delegate at the General Assembly.
- Serve on the committee to facilitate the selection of APhA-ASP members for the Student Exchange Program (SEP).
- Work with SEOs from other countries to exchange ideas and discuss topics that improve the SEP.
- Develop communications relevant to SEP or any other international opportunities for inclusion in communication to student pharmacist members.
- Assist the NCP and NPC in obtaining SEP-related articles for IPSF communications and reports.
- Assist with the development of website, social media and webinars throughout the year to aid Chapter International Vice Presidents (IVPs) and Regional Officers.
- Complete and submit the Annual SEO Report in Fall.

IPSF Student Exchange Program Duties:

- Annually update the APhA-ASP SEP Pre-Application Form and create/update SEP Evaluation Forms to be filled out by both APhA-ASP participants and visiting SEP students to APhA-ASP host sites.
- Encourage the development of APhA-ASP Chapter host sites.
- Assist the IPSF Local Exchange Officers and IVPs in creating expectation forms and welcome packets.
- Assist in notifying all SEP applicants of their final application status and facilitating APhA-ASP student placement internationally.
- Maintain communications between incoming SEP participants and the LEOs, assist in overcoming obstacles for completing SEP.
- Ensure students' status are appropriate in the IPSF database and make changes promptly in accordance to the progress of SEP.
- Ensure refunds are appropriately disbursed to eligible students.