

JCPA Responsibilities

President (1 position—1 year term):

- Attend College of Pharmacy Student Organization Fair, or find substitute attendees
- Arrange summer executive meeting
- Send thank-you notes to speakers
- Review bylaws and prepare proposed updates as necessary

President-Elect (1 position—1 year term):

- Attend IPA Annual Meeting and serve as delegate in HOD
- Apply for CE through CEI
- Contact speakers to ensure all deadlines are met for CE
- Schedule meetings for next academic year (with Mercy Iowa City)
- Ensure AV equipment present at all meetings
- Keep list of past speakers and presentation topics

Secretary (1 position—2 year term):

- E-mail meeting reminders
- Obtain RSVPs for meetings
- Compile candidate bios and ballots for annual election
- Monitor organization email account
- Work at sign-in table for all meetings

Treasurer (1 position—2 year term):

- Collect dues/issue receipts
- Pay for CE
- Reimburse for catering
- Reimburse for soup/drinks
- Work at sign-in table for all meetings
- Arrange for financial audit by 2 active (non EC) members (members will be selected by EC, not by Treasurer)

Trustees (4 positions—2 year term):

- Coordinate/order catering
- Inform colleagues about meetings/recruit

Students (2 positions—1 year term):

- Coordinate/order catering
- Coordinate/bring drinks + tableware
- Inform students about meetings/recruit

Technician (1 position—2 year term):

- Inform colleagues about meetings/recruit