



# PSSA Young Pharmacists' Group

Pharmaceutical Society of South Africa



## PSSA YPG Steering Committee

### Looking for young blood!

The PSSA Young Pharmacists' Group has now been running for 3 years. We believe that we are fulfilling an important function by encouraging young pharmacists to get involved with the professional activities of the PSSA. During this time, Mariet Eksteen served as Chair Project Coordinator while Gawie Malan undertook the responsibilities of Public Relations Officer. We thank them for their invaluable work.

It's now time to look to the future, and we are asking young pharmacists to consider whether or not they will be able to serve as our leaders for the next year. The elections for the new Steering Committee (SC) will take place on 8 July 2017 at the Business Meeting of the YPG during the PSSA conference. The description of the responsibilities of the Chair was published in the November/December 2016 issue of the *SAPJ*

## Description of functions: Project Coordinator

### Position purpose

The Project Coordinator (PC) oversees the core activities of YPG. The PC is responsible for administrative support and coordination of YPG grants and awards. Together with the YPG Chair, the PC will also seek opportunities for member involvement in PSSA (whether in existing activities or through the development of new projects) and plan the PSSA conference programme for young pharmacists.

The PC should have a good working knowledge about PSSA's structure, its sectors, branches and working groups. It is strongly recommended that candidates for the position of PC be familiar with the activities of the Society as a whole in order to further develop YPG relationships and collaborations with other PSSA entities.

As part of the YPG SC, the PC is expected to contribute to the strategic planning and development of YPG. The PC will also support the rest of the SC wherever needed.

### Major responsibilities

#### 1. YPG Professional Innovation Project

This is a project grant offered by YPG and the PSSA Special Projects Committee. The work involves:

- Updating all Grant information including application forms and instructions, Grant website information, reviewer instructions and scoring sheets, etc.;
- Writing and/or updating and promoting the call for applications;
- Recruiting and liaising with peer reviewers according to the area of the project proposals received (two per application);

- Providing a final report to the PSSA Presidential committee that will be reviewed;
- Writing and circulating the Grant winner announcement;
- Communicating with Grant applicants;
- Communicating with the previous year's Grant winner and the PSSA for reports and updates;
- Liaising with the PSSA office regarding related publications and communication.

## 2. PSSA conference programme

The YPG programme at the PSSA conference includes educational sessions (YPG Forum, YPG Workshop, and joint symposium sessions with various PSSA sectors), YPG Business Meeting, and social events (YPG-SAPSF joint event). The PC, with the help of the Chair, is responsible for setting up, in particular, the educational sessions for YPG, of which one must be the YPG Forum. Together, the PC and Chair will:

- Ensure that the YPG conference programme at the end of the PC's term is executed;
- Ensure that the YPG conference programme in the year following the PC's term is planned for;
- Work with and support the PSSA conference organising committee and PSSA office staff whenever

- necessary, in accordance with established deadlines; and
- During PSSA conferences, PC is expected to attend in coordination with the SC, the PSSA AGM and/or section meetings or any other business required on site.

## 3. YPG projects

The PC is in charge of following-up the YPG running projects, up-dating and promoting them, adapting to the circumstances, in order to maintain continuity. The PC is encouraged to develop projects in order to animate the network and try to give benefits to members from the results. The PC shall allocate coordinators for every project and work closely with them in order to achieve the goals. The PC is encouraged to associate PSSA sectors to the projects.

## 4. Other responsibilities, including a note about travel

The PC is encouraged to develop resources that will benefit YPG members (for example professional development tools available on the YPG website). The PC is also encouraged to actively engage the PSSA sectors to maintain relations, keep up-to-date with information, and to develop future collaborations.

# Description of functions: Public Relations Officer

## Position purpose

The Public Relations Officer (PRO) is responsible for the communications with YPG members and PSSA sectors and branches. The PRO promotes the activities of the sectors and branches to YPG members and provides support for their active participation in all PSSA activities. The PRO also promotes as much as possible YPG members' contributions. The major role of the PRO is to promote YPG interests. The PRO is also responsible for writing articles about the achievements of young pharmacists in the sectors and helps to promote YPG activities (grants and awards) with the Project Coordinator.

It is highly preferable that the PRO has at least previous experience in collaborations within the PSSA structure, as well as knowledge about YPG and PSSA main activities, programs and its representatives. It is also desirable that the PRO has previous good communication with the previous YPG Steering Committee(s). The PRO must support any other activity requested from the Chair or PC.

## Major responsibilities

### 1. YPG newsletter

Throughout the term, the PRO must prepare at least four editions (one every three months) of the YPG newsletter to be distributed through the PSSA electronic newsletter system and the main list of YPG members. The PRO's duties are:

- To contact potential contributors to the newsletter and request for written articles relevant to the theme or focus of the edition. It is desirable to include material from other PSSA sectors and branches;
- Ask the Steering Committee for contributions;
- Collect material to be displayed and ensure proper editing and formatting of the contents;
- Send the finished newsletter to YPG members through the PSSA head office.

### 2. Communication with YPG members

The YPG keeps communication with members and friends through the PSSA YPG email address and YPG Facebook page. Responsibilities include:

- Prepare messages to be sent to all members and friends about the YPG activities and programs. Such messages include those prepared by the YPG Chair, PC and other FIP sections or representatives (previous request);
- If relevant, send at least monthly a topic related to pharmacy practice in order to keep discussion flowing amongst members on the Facebook page. Such topics are previously chosen under the PRO's consideration and he/she has to moderate responses of the participants.

**Note:** All messages have to be reviewed as part of a moderation process before they are sent.

### 3. YPG website updates

The PRO is in charge of the text and pictures for the YPG website. Although PSSA head office handles the technical part, the PRO is expected to produce word documents with news updates. Once the Steering Committee is elected the PRO needs to update the website with all the information.

### 4. Other

- During PSSA conferences, the PRO is expected to attend PSSA Sector meetings or any other business required on site in coordination with the YPG Steering Committee;
- Membership is currently handled centrally by PSSA, nevertheless the PRO is responsible for providing information related to membership when requested, but this task will also be split between all of the Steering Committee members;
- As communication with the regional YPGs is fundamental, it is a duty to maintain contact with them and providing information on how to set up regional YPG's;
- In general the portfolio requires great writing skills. The PRO will have to follow within very tense and strict deadlines, as some articles may need to be written in matter of days.

**Note:** Both positions are held for 12 months. These are volunteer positions and no remuneration is provided. Limited travel support is dependent on the availability of funds as stipulated by the annual YPG budget.