

**2020 – 2021**

**Student National  
Pharmaceutical Association  
(SNPhA)**



**Resource Manual for Chapter Advisors**

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

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Dear SNPhA Chapter Advisor,

The Student National Pharmaceutical Association (SNPhA) sincerely thanks you for your commitment, time, and support. SNPhA is an elite and premier student-led pharmacy association that serves our minority and underserved populations. The success and growth of our chapters and National Office is servant to your ongoing guidance and mentorship at the local level.

We, the SNPhA National Executive Board, are committed to your success and are proud to introduce SNPhA Resource Manual for Chapter Advisors. This document contains information aimed to assist and guide you in your leadership at the local level. It includes information regarding SNPhA membership, chapter functions, community outreach events, etc., in addition to some topics on advising and sustaining a successful chapter.

We hope this manual serves as a fruitful guide in serving [y]our communities. Please feel free to contact any of your Executive Board officers with any questions or concerns.

Sincerely,

Your 2020-2021 SNPhA National Executive Board

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# **STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION**

## **History and Purpose**

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### **HISTORY**

The Student National Pharmaceutical Association (SNPhA) was founded in 1972 on the campus of Florida A & M University, when Sharon Roquemore (now Sharon Lovick Edwards) and John J. Scrivens organized the first official meeting. In addition to the students from Florida A & M, students from Howard University, Texas Southern University, Xavier University, and other schools were in attendance. Approximately a hundred participants were present at the meeting.

SNPhA's many years of success are due in large part to the outstanding leadership that has graced our organization over the years. Mr. Clinton C. Cunningham was the first Executive Secretary, serving from 1972-1974. Mr. Ralph Arline (deceased) succeeded him from 1974-1979. It was in 1979 that SNPhA gained its first female leader, Heidi Anderson (currently Dr. Heidi Anderson-Harper); and by the end of her ten years of impeccable leadership, she had ushered SNPhA into a new era. Continuing in Heidi's footsteps, Dr. Marisa Smith (currently Dr. Marisa Lewis) took the helm in 1989 as Executive Director. After 18 years of leadership and guidance, Dr. Lewis was elected as the president-elect on the National Pharmaceutical Association (NPhA) Board of Directors, with Dr. Carmita Coleman later taking over leadership responsibilities and remaining in that capacity until 2016. Dr. Kimberly Lewis is the current Executive Director of SNPhA.

Over the years, SNPhA has been blessed with several assistant executive directors including Dr. Ashish Patel, Dr. Terri Smith-Moore, Dr. Monica Lahoz, and Dr. Patricia Lieveld and Dr. George Okpamen.

### **PURPOSE**

SNPhA is an educational service association of pharmacy students who are concerned about (A) the profession of pharmacy, (B) healthcare issues, and (C) the poor minority representation in these areas. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared towards the improvement of the health, educational, and social environment of minority communities.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Objectives

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- Offer student members the opportunity to develop leadership and professional skills.
- Educate students about and promote active participation in national healthcare issues.
- Develop the role of the minority health professional as a vital member of the healthcare team.
- Develop a positive image of minority health professionals within all communities.
- Educate communities on better health practices and increase their awareness and understanding of diseases.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## The Role of the Chapter Advisor

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The SNPhA Chapter Advisor plays a *vital* role in the operation and growth of the local chapter and its membership. In addition to providing critical guidance, the advisor furthers the organization by:

- Serving as a liaison between the school's faculty/administration and the school's chapter;
- Serving as a contact to receive materials from National Office for dissemination to the local chapter;
- Serving as a role model and mentor to the local chapter and its membership;
- Overseeing the fiscal accountability of the chapter;
- Attending chapter executive board and general membership meetings;
- Managing the completion of tasks and activities; and
- Providing guidance and advice to assist the chapter in fulfilling projects and goals.

The leadership of our chapter advisors is instrumental in fulfilling the organization's mission and executing our initiatives.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Essential Knowledge and Skills of an Advisor

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Advisors can serve in several different capacities or roles. The key is remembering that you are the advisor and not the leader. You provide the guidance, insight and perspective to the students doing the work, but you should not be doing the work. Some separate roles that advisors may be expected to fill are:

**1. *Mentor***

- a. Many students will come to see their advisor as a mentor. The success of these relationships can last many years and prove to be very rewarding for both student and advisor. To be effective in this capacity, you will need to be knowledgeable of their academic progress, interested in personal and professional development and willing to connect students to a network of professionals.

**2. *Team Builder***

- a. When new officers are elected or new members join the organization, you may need to take the initiative in transforming the students from individuals with separate goals and expectations into a team. To do this, you will likely need to conduct a workshop or retreat. Training students in effective team-building techniques will keep them invested in the organization.

**3. *Conflict Mediator***

- a. Inevitably, students who join the organization with different agendas, goals and ideas about how things should function and what direction they should be taking. When working with students who have come into conflict, you will need to meet with them and have them discuss their issues with each other. In some cases, it requires honest feedback from the advisor to the students.

**4. Reflective Agent**

- a. One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing.

**5. Motivator**

- a. You may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty, they may want to quit. You will need to be their “cheerleader” to keep them excited.

**6. Policy Interpreter**

- a. At times, students are unaware of all of the policies, procedures and rules that the organization operates under at a college level, which may lead to doing things in an inappropriate manner. The more you know about these policies, the better advising you can give to the students.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Advisor Responsibilities and Expectations

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Below is a list of advisor responsibilities and expectations. It may be helpful to review them with the president during the beginning of his/her term (see *Appendix I: "Student Leader/Advisor Worksheet"*).

**1. Be there**

- a. Meet regularly with the officers to discuss expectations for roles and responsibilities. To stay connected with the organization, you should regularly attend executive and general meetings. You should also be available outside of those meetings for advice and consultation relating to the operations of the organization.

**2. Understand University policies and regulations**

- a. As an advisor, you should be aware of event planning policies and procedures, student travel policies, and other institutional guidelines that establish expectations for student behavior and activities. The advisor is the primary connecting link between the University and the organization, and you are expected to assist the officers in following all University regulations and policies.

**3. Attend special events**

- a. Some campuses require advisors to be present at all special events hosted by the student organization. Part of this is to assist with planning and risk management.

**4. Assist with program planning and travel planning**

- a. Student organizations have big ideas and need your advice /resources to make their events successful. Additionally, you will need to be aware of any travel plans so that you can assist with the travel planning process required by the University.

**5. Be knowledgeable about student organization finances and procedures**

- a. Stay current about your organization's finances, so you will know when a new idea is out of scope, and what the group can financially manage. In addition, you should have the information for any off-campus accounts used to deposit money from dues or fundraisers to help the group transfer financial leadership year to year. By staying current, you will also know when it is time for the annual COSO or GPSA budgeting process.

**6. Celebrate/recognize the officers and the hard work they put into the organization**

- a. Recognizing the hard work of officers is one way to motivate them and even others. A simple thank you or congratulations will go far. Students often will take on additional responsibilities or the initiative with a project when they realize that others notice their hard work.

**7. Distinguish between advising and supervising**

- a. There is a fine line here. Advisors need to be involved, but not too involved. Make sure you are not “doing” things for them. Students should ultimately be running the group; your goal is to guide, direct, and support them. Members must hold other members accountable for goal attainment. While you may guide the goal-setting and decision-making processes, the organization should be about student leadership.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## ABC's of Advising

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### Don't:

- Run the student organization meetings
- Assume ultimate responsibility for the group's decisions, problems, or failures
- Assume veto power over the group decisions
- Govern content and ideas expressed in programs
- Serve as primary recruiter for new group members
- Step in to solve problems; remember, mistakes can be good learning opportunities
- Be afraid to let the group try new ideas
- Assume the group doesn't need you
- Assume the organization's attitudes, needs, and personalities will remain the same from year to year

### Do:

- Serve as a resource to the organization
- Share specific knowledge in the development and implementation of programs
- Attend meetings and special events
- Interpret and clarify University policy and procedure to the group
- Suggest program ideas
- Provide historical continuity for the organization
- Serve as a role model
- Advise officers in decision-making matters
- Help resolve group conflict
- Keep your sense of humor and enthusiasm
- Help officers set goals
- Provide feedback about officers' performance

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# **STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION**

## **Sustaining a Successful Chapter**

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### **RECRUITMENT**

The following suggestions will help make your organization's recruitment efforts more successful.

- Know and understand the organization: know goals and objectives
- Set recruitment goals: remember what made you get involved
- Get everyone involved: word-of-mouth is the best and least expensive type of publicity
- Plan a special welcoming meeting:
- Hold a "New Members" orientation: teach them about your organization; may utilize national officer visits
- Co-sponsor events with other organizations
- Have a membership drive
- Feed potential new members

### **MOTIVATING MEMBERS**

People tend to work harder for intrinsic satisfaction than they will for monetary income. Some useful ways to keep leaders/members motivated are:

- Give praise
- Give security
- Communicate
- Give people status (i.e. Member of the Week/Month/Year)
- Develop a sense of belonging
- Encourage participation in organization development
- Use "we" statements, not "I"
- Be fair, honest and consistent

### **INCREASING ORGANIZATIONAL PRODUCTIVITY**

- Know what students expect of you as an Advisor
- Let the individual members know what you expect of them
- Assist the chapter in developing attainable and realistic goals
- Be aware of the various roles you have (mentor, reflector, etc.)
- Understand the students with whom you are working
- Express sincere interest in each member
- Challenge the chapter to grow and develop
- Be creative and innovative
- Keep a sense of humor

## **GROUP DYNAMICS**

Dealing with group conflict and dynamics may be one area where you are called on to help. As advisor, you can help your group deal with conflict in a positive way. Because people come from different backgrounds, they have different leadership styles and different perceptions. Acknowledging the differences can help members realize that there is no one style of leadership that fits all occasions.

Some leadership styles to be aware of are:

1. Avoiding
  - Low assertion, low cooperation → “I lose, you lose”
  - Overcoming conflict: let tensions cool first, then discuss
2. Accommodating
  - Low assertion, high cooperation → “killing with kindness”
  - Overcoming conflict: demonstrate reasonableness, don’t take advantage
3. Competing
  - High assertion, low cooperation → “I win, you lose”
  - Overcoming conflict: talk about matters of policy, standard and expectations
4. Collaborating
  - High assertion, high cooperation → “I win, you win”
  - Overcoming conflict: solve joint problems
5. Cooperating
  - Medium assertion, medium cooperation → “I win, you lose, and I lose, you win”
  - Overcoming conflict: work on equal ground

These leadership styles can lead to conflict. Taking the time to deal with conflict is important. Both good and bad can come from conflict. After students realize that they have differing styles, you must help them understand how to work together more efficiently. Always try to resolve conflict in small groups rather than bog down the entire group.

## **OFFICER TRANSITION**

One of the most essential functions of an Advisor is to assist in the transition from one set of officers to the next. As the stability, the Advisor has seen changes, knows what works and can help maintain continuity. Investing time in a good officer transition early on will mean less time spent throughout the year nursing new officers through the process. The key to a successful transition is making sure new officers know their jobs BEFORE they take office. Expectations should be clearly defined. There are a number of ways to conduct the officer transition. The following examples demonstrate two commonly used methods.

### ***The Team Effort***

The team effort involves the outgoing officer board, the Advisor, and the incoming officer board. This method involves a retreat or series of meetings where outgoing officers work with incoming officers on:

- Past records/notebooks for their office and updating those together.
- Discussion should take place regarding previous year projects that have been completed; upcoming/ incomplete projects; challenges and setbacks; and anything the new officers need to know to do their jobs effectively.

The Advisor's role may be to:

- Facilitate discussion and be a sounding board for ideas.
- Organize and provide the structure of a retreat.
- Offer suggestions on various questions.
- Refrain from telling new officers what they should do.
- Fill in the blanks. If an outgoing officer doesn't know how something was done, or doesn't have records to pass on to the new officer, you can help that officer by providing the information he or she doesn't have. The Advisor's role in this process is to provide historical background when needed, help keep goals specific, attainable and measurable and provide advice on policies and procedures.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Chapter Membership

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### MEMBERSHIP ELIGIBILITY

Any pre-pharmacy or pharmacy undergraduate student pursuing a professional degree in pharmacy (B.S. or Pharm.D.) or pharmacy graduate student pursuing a masters or doctoral degree at an accredited university or college is eligible for membership in the organization. In addition, high school students are eligible for *affiliate* membership.

### MEMBERSHIP YEAR

The SNPhA membership year runs from August 1 to August 1 of the following year. To ensure full benefits of membership, applications for SNPhA membership must be submitted to National Office on or before October 31 of each year.

### NATIONAL MEMBERSHIP APPLICATION AND DUES

Individuals must apply for membership to the organization online through [www.snpha.org/membership](http://www.snpha.org/membership). Pharmacy and affiliate membership dues of SNPhA are determined by the National Executive Board and do **NOT** include *chapter* membership dues (amount due is available online).

Per Article VII, Section 3 of our bylaws, it states:

*“Local chapters can establish membership dues **IN ADDITION TO** the national membership dues.”*

Chapters functioning with only local dues-paying leaders and members, are committing fraud and collecting funds in the name of the National organization.

Chapters may also pay for multiple memberships at once through the chapter management portal. Access to the chapter management portal is granted by emailing [contact@snpha.org](mailto:contact@snpha.org) and is only available for the president and chapter advisor or other designee. Payment for the annual chapter fee and membership dues can be done either online or by mailing a check and invoice to national office.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Benefits of Membership

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Active participation in SNPhA can yield a variety of professional and personal benefits. Membership is just the beginning — *active* participation is the foundation for professional development. A few benefits are outlined below.

- Leadership and organizational skill development
- Professional development via the all-new *SNPhA Academy*
- Networking opportunities
- Five (5) issues per year of *THE SIGNATURA* newsletter
- Updates on pharmacy practice issues
- Membership pricing on regional meetings and annual conferences
- Exclusive scholarship and internship opportunities
- Graduate benefit: free NPhA membership for the first year and a half after graduation (must sign-up on NPhA website: [nationalpharmaceuticalassociation.org](http://nationalpharmaceuticalassociation.org))

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## The Eight Initiatives

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SNPhA is dedicated to serving the needs of our communities. Chapters participate in various community events and outreach initiatives year-round. These projects are **NOT** limited to but are often *based* on the organization's current initiatives.

The eight (8) current initiatives of SNPhA are:

### 1. Bridging the Gap (BTG)

Bridging the Gap is an initiative dedicated to enriching the education of our members as well as supporting the transition from being a SNPhA member to an active NPhA member. Through this initiative, the Pharmacy Student Mentorship Program (PSMP) is housed. Students can be paired with pharmacy clinicians to be better prepared for their pharmacy profession. After successful completion of your pharmacy program, your professional involvement can continue in our parent organization, the National Pharmaceutical Association (NPhA). Also, this initiative works with SNPhA Academy, a national platform designed to engage SNPhA members in activities for professional development. The purpose of SNPhA Academy is to encourage chapter collaboration, to incorporate professional development events at the chapter level, and to develop the best student leaders in pharmacy.

- Chidi Iroegbu, 2017-2018 BTG Chair

### 2. Chronic Kidney Disease (CKD)

In 2007, the Chronic Kidney Disease Initiative (CKD) was started by a former SNPhA Regional Facilitator Cornetta Levi, Pharm. D. and Abbvie Medical Science Liaisons, Nana Wiafe, Pharm. D. and Janinah Barreto, Pharm. D. The purpose of the initiative is to implement programs and projects to make people aware of the health disparities in chronic kidney disease and to utilize all resources to educate those at a higher risk about the prevalence, prevention, treatment, and management of the underlying causes of CKD.

- Dr. Elizabeth Ojo, 2017-2018 CKD Chair

### 3. Diabetes

This initiative has made great strides in raising public awareness about diabetes and counseling patients with diabetes. We continue to make impact in the community. The main vision of this collaboration is to provide members of the community with an opportunity to learn more about the disease state, understand the associated risks and complications, and receive resources that can be used to improve their overall health. The Diabetes Initiative also strives to empower students through educational webinars. As a part of SNPhA, we work hard not only to serve members of the community, but also develop student advocates for the patients we treat.

- Dr. Janet Akinduro, 2017-2018 Diabetes Chair

#### **4. HIV/AIDS — "Remember the Ribbon" (RTR)**

The Remember the Ribbon (RTR) Initiative is committed to raising awareness and improving the health and social environment of minority communities in regards to the HIV/AIDS epidemic through awareness, prevention, and education. Each year on December 1st, the SNPhA collaborates with Walgreens to observe World AIDS Day and unite in the fight against HIV. On this day, SNPhA members provide HIV/AIDS education and awareness to the community at Walgreens HIV specialized pharmacies all across the country.

– Dr. Precious Dadzie, 2017-2018 RTR Chair

#### **5. Legislative / Voting / Immigration**

The Legislative/Membership Benefits National Initiative strives to promote equal rights and to advocate for underserved populations. The purpose of this initiative is to increase registered voters and also to address, educate, and advocate for legislation that positively impacts the profession of pharmacy and issues related to healthcare for all patients, including the minority and underserved populations. This initiative is dedicated to enforcing and advocating for legislation.

– Lauren Latten, 2017-2018 Legislative/Membership Benefits/Immigration Chair

#### **6. Mental Health**

Through the Mental Health Initiative, SNPhA hopes to break down social barriers and debunk myths associated with mental health. This division of healthcare affects distinctive groups of individuals such as minorities, women, the elderly, veterans, and the youth. This is why it is important that people feel comfortable to talk to patients about their mental well-being in order to help them live their best life. Through this initiative, SNPhA will encourage innovative outreach and inclusion of all members of society, while also facilitating collaboration with other organizations concerning mental health to fulfill SNPhA's mission.

- Dr. Ruth Aminu, 2017-2018 Mental Health Chair

#### **7. Operation Immunization**

Operation Immunization is an immunization education campaign designed to increase the public's knowledge of immunizations while raising the number of adults receiving immunizations. Each year SNPhA members have the opportunity to show the world how important immunizations are by participating in the Sixty Second Video Challenge! It takes less than 60 seconds to administer a vaccine to a patient. With this video challenge, we want to show you how you can educate a patient or the community about immunizations in 60 seconds or less! SNPhA members are encouraged to celebrate many different holidays centered around various vaccines.

– Dr. Rachel Barr, 2017-2018 OI Chair

## **8. Power to End Stroke (PTES)**

In 2006, the National Pharmaceutical Association (NPhA) established a partnership with the American Stroke Association (ASA) and the ASA Power to End Stroke (PTES) campaign. The purpose of the partnership is for members of NPhA to serve as ambassadors for the Power to End Stroke Initiative and promote stroke awareness throughout the community. During a series of meetings, members of NPhA felt the PTES initiative would also be an excellent opportunity for SPhA members. 2007-2008 marked the first year SPhA had adopted Power to End Stroke as a nationwide initiative in collaboration with NPhA and the ASA. Since then, the Power to End Stroke campaign has started a new movement, "EmPowered to Serve," which is more focused on impacting live long outreach activities in our communities.

*– Kiara Fairman, 2017-2018 PTES Chair*

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Chapter Operations

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### CHAPTER MEETINGS

Each chapter should conduct regular meetings to inform the membership about National Office updates and local chapter activities, and to receive input from the membership. Chapter officers should conduct meetings with the leadership board to prepare and plan for upcoming events and chapter meetings. All meetings should be conducted in coordination with the Chapter Advisor to maintain engagement among chapter activities. The advisor's role is to provide guidance and invaluable advice to the chapter officers.

### CHAPTER REPORTS

Each chapter is required to submit a **MONTHLY** report to their regional facilitator (RF), which includes a summary of their present and/or upcoming activities. In addition, all chapters must submit an **ANNUAL** report to the national president by the end of May of each academic year. It is suggested that the advisor be copied on these correspondences. Chapters should use appropriate reporting forms. These can be found on the national website: <https://www.snpha.org/resources/1>.

### CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

The following are specific officer positions that can be implemented at the *local* level. The chapter officer duties and responsibilities should serve as a *general* guide. At minimum, chapters are required to have a president, vice-president, secretary and treasurer.

#### **Chapter President**

- Presides over all chapter meetings
- Delegates role-specific duties, responsibilities, and tasks
- Serves as the organizational spokesperson — that is, the "face" of the local chapter

#### **Chapter President-Elect**

- Plans, coordinates, and executes all membership drives throughout the year
- Ensures the chapter's participation at Regional Meeting(s) and National Conference
- Serves as Chapter President the following academic year

#### **Chapter Vice President**

- Plans, coordinates, and executes all professional programs and projects — for example, booking guest speakers, scheduling blood pressure screenings, etc.
- Partners with the Chapter Secretary to ensure proper correspondence and active membership involvement
- Assists the Chapter President, assuming his or her role and all responsibilities in the event that he or she cannot be present

### **Chapter Secretary**

- Records all minutes for general meetings, executive meetings, conference calls, etc.
- Oversees, proofreads, and reviews all outgoing and incoming chapter correspondence
- Submits all chapter reports as outlined in the Chapter Management Manual (CMM)

### **Chapter Treasurer**

- Maintains an accurate and positive record of chapter finances
- Presents a written financial report during chapter meetings
- Plans, coordinates, and executes all fundraising events

### **Chapter Delegate**

- Assists in preparing chapter reports for Regional Meeting(s) and National Conference
- Represents the chapter in the House of Delegates during business sessions at National Conference
- Disseminates appropriate and relevant news from Regional Meeting(s) and National Conference to local chapter members upon returning from said meetings

### **Chauncey Ira Cooper (CIC) Program Coordinator (optional)**

- Plans, coordinates, and executes all chapter service projects and programs
- Assists the Chapter Secretary in completing chapter reports
- Oversees newsletter submissions for *THE SIGNATURA*

### **Historian**

- Documents and photographs all chapter activities
- Oversees, proofreads, and reviews publications of the chapter newsletter
- Oversees newsletter submissions for *THE SIGNATURA*

### **Webmaster (optional)**

- Maintains the chapter website
- Ensures accurate and up-to-date information

Outgoing chapter officers should maintain respective physical and digital folders that can be smoothly passed on to all subsequent chapter officers.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Developing Your Chapter

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The SNPhA National Executive Board provides chapters with a variety of resources to further develop at the local level. The following are key resources for the Chapter Advisor and all officers:

### **Conference Calls**

Each regional facilitator (RF) will hold conference calls (CCs) with the chapter presidents (CPs) in his or her region. RFs will inform all chapters about important updates and initiatives, as well as be available to answer any questions and concerns.

CC agendas and details necessary for call access, etc. will be made available by RFs.

### **E-mail**

Each RF is provided an official SNPhA e-mail address to remain in *active* and *continuous* contact with their respective chapters.

Chapter Advisors are encouraged to maintain an *active* and *open* channel of communication with National Office to ensure efficient addressing of any questions and concerns. SNPhA can be reached at [Contact@SNPhA.org](mailto:Contact@SNPhA.org), or contact the Executive Director directly at [kimberlylewis@snpha.org](mailto:kimberlylewis@snpha.org).

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Information Worth Knowing

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### **A. Chapter Achievement Partners**

- a. CAPs is a program designed to allow SNPhA chapters to collaborate on projects, share information, and increase communication by providing a medium to establish and strengthen networks.
- b. SNPhA chapters are paired based on demographics, strength of chapter, and/or interest to work with a particular chapter. Regional Facilitators will assist a chapter in matching with another, if requested.
- c. Chapters are encouraged to communicate with other chapters as much as possible. This program should only *add* to an already expansive pool of inter-chapter relationships that has been established in the years since the forming of CAPs.

### **B. Scholarships**

- a. SNPhA supports the commitment and dedication of its members to the organization and to the profession of pharmacy. However, the organization also acknowledges the financial burden one incurs while pursuing their doctorate of pharmacy degree. SNPhA takes great pride in offering more scholarship funds than any other student pharmacy organization to date.
- b. Applications are submitted online through <https://www.snpha.org/resources/2>. Always encourage your students to review qualification requirements and submission deadlines.
- c. PLEASE ENCOURAGE YOUR STUDENTS TO APPLY.

### **C. Chauncey I Cooper (CIC) Chapter Excellence Program**

- a. The Chauncey I. Cooper Chapter Excellence Program has been established in Dr. Cooper's honor because of his wholehearted dedication to excellence. As pharmacy students and SNPhA members, we have a responsibility to ourselves, our organization, and our communities to maintain the excellence set forth by Dr. Cooper. The sole purpose of the program is to promote boundless excellence via continuity among SNPhA chapters, as well as further enhance communication networks within the organization.
- b. The Chauncey I. Cooper Excellence Award is given in recognition of SNPhA chapters' efforts to promote the goals of SNPhA in the spirit of excellence. Chapters are recognized for the planning and implementation of various activities. Additionally, they are rewarded for maintaining ongoing communication with National Office.
- c. Points are assigned based on completion of several activities. More information can be made available to you, if necessary.

#### **D. Meetings**

- a. The Student National Pharmaceutical Association hosts three (3) meetings each membership year. The purpose of these meetings is to bring together the membership to exchange any ideas and recognize all accomplishments.
  - i. Regional
    1. Two (2) regional meetings are held each year — the Regions I & II Meeting and the Regions III, IV & V Meeting. Each hosting chapter must submit to the National Executive Board a proposal for approval that includes the time, place, program, and order of business for the regional meeting. Please contact National Office for guidelines and sample proposals. The National Executive Board will vote on the submitted proposals. For more information or proposal materials, please refer <https://www.snpha.org/resources/3>.
  - ii. National
    1. The SNPhA National Conference is held in conjunction with the NPhA Annual Meeting. National Conference consists of business sessions, interactive workshops, networking opportunities, and much more. The conference is usually held the third week of July. The following year's conference location is announced at the conclusion of the prior conference. For more information or registration materials, please refer to <https://www.snpha.org/meetings>.

#### **E. National Publications**

- a. *THE SIGNATURA* is the official newsletter of the Student National Pharmaceutical Association. Just as the "sig" of a prescription provides directions for the patient, communication via *THE SIGNATURA* helps give direction and focus to future pharmacists, our communities, and the entirety of the SNPhA family. The newsletter is published bi-monthly and disseminated in October, December, February, and April. A special Conference Issue is available in July which highlights the National Conference program, guest speakers, and a year-to-date summary. The National Public Relations Liaison coordinates publication of the newsletters. All members, officers, and chapters are highly encouraged to submit material and ideas for articles to the National Public Relations Liaison.
- b. The SNPhA Brochure is designed to introduce individuals to our organization. It provides information on the history, purpose, and objectives of the association, as well as steps to take for chartering a SNPhA chapter. The Brochure can be downloaded from the SNPhA website (<https://www.snpha.org/resources/1>).

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Event and Project Ideas for Your Chapter

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The members of the Student National Pharmaceutical Association have been creative and innovative in coordinating educational, professional, and service-oriented projects over the years. Listed below are a just a *few* ideas of events and projects that have proven successful throughout numerous communities; however, know that there are *many* others not included in this list simply for the sake of brevity. Members of the National Pharmaceutical Association (NPhA) should be contacted and included whenever possible.

### Service

- Adopt a nursing home, retirement center, rehabilitation facility, or long-term care institution. Spend time with residents, discuss medications, participate in group activities, etc.
- Educate elementary, middle, or high school students about poisonous products.
- Hold book, clothing, boxed/canned food, medication, and/or toy drives for under-privileged populations.
- Mentor individuals pursuing a pre-pharmacy program/track.
- Organize or assist with screening programs (e.g. blood pressure, cholesterol, diabetes, kidney or liver disease, etc.) at your university or a nearby mall or in local community centers/shelters.
- Promote STD and HIV/AIDS awareness within your neighborhood.
- Sponsor a child in the Special Olympics.
- Throw a holiday party at the children's ward of a hospital.
- Tutor middle and/or high school students.
- Volunteer at a local homeless shelter or clinic.

### Professional

- Provide a Professional Skills Workshop that covers CV/resume crafting, interview skills, leadership development, post-graduate training, residency showcase, etc.
- Sponsor a Faculty Appreciation Luncheon... introduce SNPhA, chapter goals for the year, chapter activities on campus, etc.
- Sponsor a continuing education program for local pharmacists.
- Sponsor a banquet for graduating seniors.
- Sponsor a clinical skills or patient counseling competition at your institution.
- Host a community-wide health fair on campus or at a civic center.
- Invite guest speakers to address current topics or issues in pharmacy.
- Sponsor a leadership training session for the student body.
- Host a seminar focused on ethics (e.g. school habits, workplace diversity, etc.).

## **Social**

- Plan a game night or movie marathon.
- Sponsor a brown bag, cookout, or picnic lunch.
- Host a group study session.
- Plan a retreat.
- Attend a religious event or special meeting.
- Organize a chapter dinner.
- Celebrate members' birthdays monthly.
- Sponsor a group sporting activity (e.g. bowling, laser tag, paintball, tennis, yoga).
- Organize a potluck meal for members featuring different cuisines.

## **Cultural Awareness Project**

- Create a display board highlighting minority pioneers in pharmacy.
- Invite speakers to discuss the role of the pharmacist in minority and underserved communities.
- Hold workshops on patient counseling issues regarding culture and diversity.
- Create a poster explaining health issues in minority and underserved communities.
- Create a presentation on prominent minority health professionals.
- Write articles about SNPhA for your local paper and/or school newsletter.
- Hold a Chapter Soul Food Banquet and donate all proceeds to a local charity or charity of choice.
- Attend informational campaigns and events regarding health disparities.
- Attend discussion panels about ethnic, racial, and sexual orientation disparities.

## **National SNPhA Day**

National SNPhA Day is **February 11** to celebrate the historical founding of our organization. Local chapters should reflect on the history of the organization and participate in activities that embrace the values of SNPhA and the pharmacy profession. Members should use this day to re-dedicate themselves to service, professionalism, and education.

Suggested projects:

- Host a reception for chapter members, school faculty, and local affiliates.
- Publish an article in the local paper about your chapter's activities.
- Hand out literature on SNPhA and your chapter's community involvement.
- Host SNPhA birthday parties at your school or town ice rink or swimming pool.

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

## Funding and Fundraising

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The operation of the chapter is dependent on funding and resources to perform outreach events in the community. Funding can be solicited in different ways:

1. **University:** Apply for funding through the college or school of pharmacy (i.e. Provost's Office, Office of the Chancellor, Council of Diversity, etc.)
2. **Community:** Reach out to various organizations in the community for donations and resources to help conduct events and programs
3. **Pharmacy entities:** Submit proposals to large retail pharmacies (e.g. CVS, Kroger, Rite Aid, Sam's Club, Walgreens, Walmart, etc.) and pharmaceutical companies (e.g. Amgen, Cardinal, McKesson, etc.), if your university allows
4. **SNPhA Alumni:** Reach out to those who were prior SNPhA members for donations
5. **Fundraiser:** Hold events at the university and/or in the community that raises funds while promoting the goals and mission of SNPhA. Below is a list of successful fundraising ideas submitted by multiple chapters. More information can be found in the SNPhA Chapter Management Manual.

- Stress Relief Pack
- PCAT Review
- Annual Banquet
- Bake/Food Sale
- Car Wash
- Valentine's Day Raffle
- Rx Hat Sale
- Regional Meeting Host
- Casino Night

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# STUDENT NATIONAL PHARMACEUTICAL ASSOCIATION

*Our Journey Continues*

2020-2021

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All advisors, chapters, and colleges/schools of pharmacy are welcome to contact National Office or any of the national board at any time with any questions and concerns.

**Student National Pharmaceutical Association National Office**

**P.O. Box 2102**

**West Monroe, LA 71294**

[www.SNPhA.org](http://www.SNPhA.org)

General Questions: [contact@snpha.org](mailto:contact@snpha.org)

## Appendix I

### Student Leader/Advisor Worksheet

**Directions:** This worksheet is to assist in identifying expectations of Advisors and student leaders. The Advisor and each officer should respond to the following items and then meet to share and compare answers and discuss differences. For each statement, respond on a scale of 1-5 how important the function is:

- 1 Essential for Advisor to do
- 2 Helpful for Advisor to do
- 3 Nice, but not necessary for Advisor to do
- 4 Would prefer Advisor not to do
- 5 Absolutely not an Advisor's role

The Advisor is expected to ...

1. \_\_\_\_\_ Attend all organization activities
2. \_\_\_\_\_ Be accessible during meetings but allow them to be led by students
3. \_\_\_\_\_ Attend all executive meetings
4. \_\_\_\_\_ Call meetings of the executive board when he/she believes necessary
5. \_\_\_\_\_ Be familiar with university facilities and services and explain university policy to officers prior to meetings and when relevant to the meeting discussion
6. \_\_\_\_\_ Meet with President each week
7. \_\_\_\_\_ Help executive board prepare the agenda before each meeting
8. \_\_\_\_\_ When having a discussion, share any relevant information
9. \_\_\_\_\_ Speak up during discussion when Advisor believes the organization is likely to make a decision that is not in the best interest of the organization
10. \_\_\_\_\_ Be available to officers between meetings
11. \_\_\_\_\_ Initiate ideas for discussion he/she believes will help the organization
12. \_\_\_\_\_ Take an active part in formulating the goals of the organization
13. \_\_\_\_\_ Be one of the members of the organization except for voting and holding office
14. \_\_\_\_\_ Require the Treasurer to clear all expenditures with Advisor before financial commitments are made
15. \_\_\_\_\_ Review the Treasurer's books at the end of each semester
16. \_\_\_\_\_ Review all official correspondence before it is sent

17. \_\_\_\_\_ Be given a copy of all official correspondence
18. \_\_\_\_\_ Keep the official files in Advisor's office
19. \_\_\_\_\_ Remind organization of their objectives/goals in planning events
20. \_\_\_\_\_ Veto decisions when it violates a stated objective, the constitution, bylaws, codes, standing rules, or university policy
21. \_\_\_\_\_ Mediate interpersonal conflicts that arise
22. \_\_\_\_\_ State what the Advisor responsibilities are, or as she/he sees them, at the first meeting of the year
23. \_\_\_\_\_ Let the organization work out its own problems, including making mistakes and "doing it the hard way."
24. \_\_\_\_\_ Insist on the evaluation of each activity by those officers responsible for planning
25. \_\_\_\_\_ Take initiative in creating teamwork and cooperation among officers
26. \_\_\_\_\_ Let the organization thrive or decline on its merits; do not interfere unless requested to do so
27. \_\_\_\_\_ Represent the organization in any conflicts with members of the university staff
28. \_\_\_\_\_ Be familiar with university facilities, services and procedures that affect organization activities
29. \_\_\_\_\_ Recommend programs, speakers, etc.
30. \_\_\_\_\_ Take an active part in the orderly transition of responsibilities between old and new officers and maintain records, history, and items during transitions
31. \_\_\_\_\_ Approve all candidates for office in terms of scholastic standing (GPA) and check periodically to ensure that officers are maintaining a decent GPA
32. \_\_\_\_\_ Cancel any activities when she/he believes they have been inadequately planned