**Second Call for IPSF Coordinators and Committee Positions 2016-17**

Coordinators and Committees work under the IPSF Executive Committee, and their work is specific to certain activities. These positions require little travelling, but it is strongly recommended that you attend the 63rd IPSF World Congress 2017 in Taipei, Taiwan and your Committee meeting if one is programmed.

You should be able to work on a daily basis throughout the year in your position and have regular internet access. Coordinator positions have different busy times or seasons, but you must be reachable throughout your entire term.

Please note that for some positions you may be required to attend a Skype interview.

**Please submit your nominations via online nomination, no later than Friday, 14th October 2016, 23:59h, GMT+0:**

Click here: [IPSF Coordinator / Committee online nomination](https://goo.gl/forms/vvjW1rcJPMFN21HB2)

If you are interested in a particular position listed here, you should contact the relevant IPSF Executive (contact below) before the deadline for applications. IPSF is looking for applicants for the following positions:

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# **2. Secretary General Portfolio**

## **Constitutional Working Committee (CWC) (4 Members)**

 The Constitutional Working Party assists the Secretary General in reviewing and editing the IPSF Official Documents. CWC members should be familiar in general with the Official Documents and they should also have an excellent knowledge of English to be able to edit the Official Documents.

Furthermore, the Constitutional Working Committee helps the Secretary General to write and prepare the minutes of previous General Assembly.

It is also required that applicants for the CWC have a deep and thorough understanding and knowledge of the Federation.

For further information please contact: secgen@ipsf.org using as subject heading ‘CWC interest’.

# **3. Treasurer Portfolio**

## **Grants Coordinator**

With the supervision of the Treasurer the Grants Coordinator will search and apply for Grants that assist the Federation in its aims.

The Grants Coordinator will be required to search international databases of Operational and project grants. Additionally the positions will be required to collect all information required and apply for Grants.

Additionally this position will be responsible for all follow-up and reporting that Grants require. It is expected that this position will work closely with other Portfolios within IPSF and as such excellent communication skills are required.

This position will be elected for a two year period.

For more information contact treasurer@ipsf.org with the subject heading ‘Grants Coordinator Interest’.

# **4. Internal Portfolio**

## **Affiliation Coordinator**

The Affiliation Membership Coordinator works under the direction of the Chairperson of Internal Relations, and is a co-opted member of the Internal Committee (IC). He work fairly independently to assist the Chairperson of Internal Relations in directing the work of the IC.

Its main responsibility is to serve as bridge between the Alumni, Friends of the Federation and Honorary Life Members with the Federation. Also assist with maintaining, updating and establishing the database of affiliated individuals and Honorary Life Members.

Promoting Affiliation by creating promotional materials, guidelines and relevant documents is also expected.

Please contact internal@ipsf.org with questions about this position with the subject ‘Affiliations Coordinator’.

# **5. External Portfolio**

## **Inter-professional Coordinator**

The Inter-Professional Coordinator works under the portfolio of the Chairperson of External Relations. The Inter-Professional Coordinator shall assist the Chairperson of External Relations in maintaining and establishing collaboration and partnerships with non-corporate partners such as student organisations and professional organisation.

This position should have a strong knowledge of the Federation and its workings to ensure they are able to represent the Federation to their best ability.

For more information contact external@ipsf.org with the subject heading ‘Inter-professional Coordinator’

# **7. Public Health Portfolio**

The work of the public health committee varies according to the Chairperson of Public hHealth and their management style. In general terms, there are four coordinators responsible for different campaigns to be held during the year, which can be changed with time given motivation.

## **Public Health Committee (PHC) (10 Members)**

The Public Health Committee members work under the direction of the Public Health Acitivities Coordinator, supervised by the Chairperson of Public Health. A member of the Public Health Committee must be available to attend the regular online Public Health Meetings throughout the year. He/she should also be passionate, creative, responsive, organized, reliable, flexible, and a team player. Each committee member should have a working proficiency in the English language, have access to some form of stable internet, and be able to commit 5-10 hours of work per week. The activities of the Public Health Committee may include but are not limited to:

* To assist IPSF Public Health Coordinators and the Chairperson of Public Health in promoting and implementing the different Public Health Activities within IPSF.
* To disseminate Public Health related information to IPSF members.
* To bring new ideas about Public Health to the team.
* To assist in the creation of new Public Health Campaign materials.
* To inspire passion for Public Health within the Team and also your local association.
* To manage the Public Health and Humanitarian Community and provide contents for sharing with the members.

The Public Health Committee will be internally divided in the following topics: humanitarian and human rights, non-communicable diseases and healthy living, communicable diseases and sexual and reproductive health, rational use of medicines and chemical management. When filling the application you show interest in one or more of this specific topics.

For further information please contact publichealth@ipsf.org using the subject heading “Public Health Committee Position Interest”.

## **Public Health Advocacy Coordinator (PHAC)**

The Public Health Advocacy Coordinator (PHAC) works under the direction of the Chairperson of Public Health, and serves as the second focal point to the World Health Organisation WHO), after the Chairperson of Public Health. The PHAC is a member of the Policy Committee to facilitate IPSF policy statement development related to Public Health, and will also work under the President portfolio, being co-opted after election and working closely with the Policy Coordinator.

One important task of the PHAC work will include research to provide background for statements and wording to any proposed public health policy topics provided by IPSF members, Regional Offices, or the Executive Committee. Additionally, these policy statements will be the foundation for any joint statements with partners at the World Health Organisation and other applicable entities. These statements might have several ends, for instance to be presented in the Executive Board sessions of WHO and in the World Health Assembly (WHA), happening in Geneva, Switzerland. It is highly recommended that the PHAC attends WHO events relevant for its work.

As the second focal point of IPSF with WHO, the PHAC will be responsible for providing information and updates related to WHO in regards to public health and policies adopted and how they affect the federation. Updates will be provided to the Chairperson of Public Health. Along with the Chairperson of Public Health, PHAC is responsible for the planning, organization and selection of the IPSF Delegation to WHA, meaning: logistics, pre-WHA events, joint statements with partners such as the World Healthcare Students' Alliance, and submission of interventions to be delivered. Another important task involves the development of the public health policies of IPSF and sharing them with members and partners.

Skill requirements for this position include a good knowledge of Public Health and Policy, as well as knowledge/curiosity on public health matters such as Universal Health Coverage, Sustainable Development Goals (SDGs), International Health Regulations (IHR), WHO reform, health systems strengthening, WHO building blocks, among other. Also, public relations soft-skills related to Public Health and strong communication skills are an asset. The coordinator should have a working proficiency in the English language, have access to some form of stable internet, and be able to commit 10-15 hours of work per week. People applying to this position should have attended a previous WHA with a student organization, experience in writing and developing policy statements and capabilities of research of public health topics.

For further information please contact publichealth@ipsf.org or healthadvocacy@ipsf.org using the subject heading “Public Health Advocacy Coordinator Position Interest”.

# **8. Pharmacy Education Portfolio**

## **Pharmacy Education Committee (PEC) (10 Members)**

PEC shall assist the Chairperson of Pharmacy Education and the Coordinators under the Pharmacy Education portfolio. While committee members have the opportunity to become involved in any aspect of the Pharmacy Education portfolio, the committee is divided into subcommittees with specific roles and responsibilities. Please see below for the descriptions of each committee role. When applying for position in PEC, please indicate your preference for which subcommittee or editor role you would like to apply to.

**Advocacy Subcommittee (2 members):**

* Tasks & Responsibilities:
	+ Work closely with the Pharmacy Education Advocacy Coordinator and relevant members of the Media and Publications Portfolio
	+ Create a communication strategy to promote awareness of PE initiatives and projects to our members. This includes, but is not limited to: creating regular and frequent social media PE updates for our members, keeping members informed of current global news/trends in pharmacy education; advising members how they can become involved in current PE initiatives; writing short
	+ This also involves working closely with other members of the PE portfolio to effectively promote internship calls and research surveys
	+ Assist the PE Advocacy coordinator in creating guidelines for member associations to help them implement their own local PE projects
* Benefits:
	+ *Gain valuable experience in social media and marketing strategy*. By working closely with the Media and Publications Portfolio, you would have the opportunity to apply what you learn to the PE portfolio by developing a marketing strategy from the ground up
	+ *Stay up to date in pharmacy and pharmaceutical sciences education trends and events*. This would put you in a position to stay current and knowledgeable of pharmacy education on a global scale
	+ *Improve teamwork skills*. For this position, it is essential to work closely with every member of the PE portfolio and members of other portfolios, giving you a unique opportunity to practice communication and collaborative skills within a large international student organization
* Expectations:
	+ This subcommittee is ideal for someone with excellent written communication skills, awareness and interest in pharmacy education global trends, and proficiency in using social media. Design experience and creativity are also a plus.
	+ The workload for the position would mostly be consistent throughout the year, as the content for social media posts would need to be created at frequent and regular intervals

For further information or to submit your form please contact education@ipsf.org using the subject heading ‘PEC interest’.

# **9. Media and Publications Portfolio**

## **Editorial Committee (EC) (3 Members)**

This Committee is chaired by the appointed Editorial Coordinator and is responsible for proofreading all documents intended for distribution within or outside the Federation. During peak production times candidates can anticipate a time commitment of 10 hours per week.

Position Qualifications

Required:

* Native (or advanced) English speakers
* Daily or bi-daily access to the internet

Desired:

* Previous editorial experience i.e. IPSF Editorial Committee, regional or national level editorial committee, or professional journal/publication

For more information, contact publications@ipsf.org with the subject heading ‘Editorial Committee Interest’.

## **Translation Committee (3 Members)**

This Committee is chaired by the appointed Editorial Coordinator and is responsible for translating all major IPSF publications into the IPSF Official Languages. The Committee will consist of three members, one member each for French, Spanish, and Arabic. Projects will include translation of both newly created documents and important archival materials to be made available on the IPSF website -- ipsf.org. Committee members can anticipate a time commitment of at least five hours per week.

Position Qualifications

Required:

* Fluency in English and at least one other IPSF Official Language (French, Spanish, Arabic)
* Daily or bi-daily access to the internet

Desired:

* Previous experience in translating materials i.e. regional translations committee

For more information, please contact publications@ipsf.org with the subject heading ‘Translation Committee Interest’

## **Design and Creativity Committee (DCC) (8 Members)**

The DCC is chaired by the Marketing/Branding Coordinator and is responsible with completing designs for all areas of IPSF marketing i.e. social media, publications, video/web-based learning, IPSF merchandise. The DCC serves all IPSF portfolios and can also provide assistance to the Regional Media and Publications Officers on large-scale inter-regional projects. Although this is a Committee, work is generally carried out individually or in small groups based on the members’ aptitudes and skills in different kinds of media. Within the eight member team, we will be seeking 3 members to work primarily on promotional materials for social media, 2 members dedicated to assisting with production IPSF publications, 2 members to develop video content including webinars and online tutorials, and 1 member responsible for merchandise design. When applying candidates should specify the desired position within the DCC team and provide sufficient evidence to demonstrate competency in that sub-specialty. Candidates can anticipate a consistent work flow throughout the year with peaks around IPSF Public Health and Professional Development events as well as publication deadlines, averaging 10 hours per week.

Position Qualifications

Required:

* Extensive experience in using common graphic design tools such as Adobe Photoshop®, Adobe Illustrator® and most importantly Adobe InDesign® and/or video editing tools.

Note: IPSF does not currently have licenses to any design software although we are working on procuring access. Therefore, candidates must be able to access the aforementioned tools on a consistent basis independently.

* Consistent access to internet

Desired:

* Previous experience on a design team i.e. IPSF DCC, regional or national association level, or professional employment
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For more information, contact publications@ipsf.org with the subject heading ‘DCC Interest’

## **Merchandise Manager**

The Merchandise Manager is a newly created position charged with re-designing and managing the IPSF Online Store. Overall website development will be handled by the Website Manager and external resources. The Online Store will be created using a pre-existing online tool, therefore only basic web managing skills are required. The Merchandise Manager will be in charge of updating the merchandise database, negotiating any new contracts for replenishing merchandise, and management of worldwide shipment of goods. The Merchandise Manager will work under the supervision of the Marketing/Branding Coordinator and with the assistance of the IPSF Treasurer to fix price points for sales. The Merchandise Manager will also be responsible for coordinating the delivery/return and sales strategy for all merchandise available during Regional Symposia and World Congresses (IPSF and FIP). Candidates can anticipate a time commitment predominately during IPSF events and during the redevelopment of the Online Store of approximately 5 hours per week. Throughout the year, batch shipments are likely to require only 2-3 hours per week.

Position Qualifications

Required:

* Consistent access to internet and the IPSF Gmail account
* Familiarity with online marketplace development and maintenance

Desired:

* Previous experience in marketing and design
* Ability to travel to IPSF World Congress to supervise the IPSF Store and merchandise sales

For more information, contact publications@ipsf.org with the subject heading ‘Merchandise Manager Interest’

## **Social Media Committee**

The Social Media Committee is chaired by the Social Media Coordinator and it is concerned with IPSF Social Media presence including but not limited to: Facebook, Twitter, and Instagram. For the coming term, IPSF is seeking one candidate to be solely responsible for each of the IPSF accounts on Facebook, Twitter, and Instagram. Candidates can anticipate a time commitment of at least eight hours per week consistently throughout the year.

Position Qualifications

Required:

* Daily or bi-daily access to the internet
* Previous experience using social media platforms

Desired:

* Previous experience as a social media site administrator with knowledge of backend statistical analysis

For more information, please contact publications@ipsf.org with the subject heading ‘Social Media Committee Interest’

## **Website Manager**

The Website Manager will work under the supervision of the Social Media Coordinator and in collaboration with the Regional Media and Publications Officers. The Website Manager will be responsible for assisting in the initial redevelopment and restructuring of the IPSF Website, as well as the site’s continual maintenance and improvement. The Website Manager will be responsible for ensuring ipsf.org is the primary resource for the latest information on IPSF and that all content i.e. publications released on social media are high quality in format, relevance and timeliness. Candidates can anticipate a time commitment of at least 15 hours per week at the onset of the term and consistently eight hours per week once the site has been re-established.

Position Qualifications

Required:

* Daily or bi-daily access to the internet and IPSF Gmail account
* At least one year experience managing a website with specific knowledge of site development in Word Press

Desired:

* Previous experience in graphic design

For more information, please contact publications@ipsf.org with the subject heading ‘Website Manager Interest’

# **10. Student Exchange Portfolio**

## **Student Exchange Committee (SEC) (10 Members)**

The Student Exchange Committee (SEC) consists of ten members. SEC members have to be former Student Exchange Officers (SEOs). The main duty of this Committee is to provide guidance and ensure the smooth and fair running of the IPSF Student Exchange Programme (SEP).

As a SEC member you are required to be in constant communication with the Chairperson of Student Exchange and assist them with work in the following areas:

* Help IPSF member organisations in establishing or improving their exchange programmes in a scheme known as the SEC Buddy Program.
* Work on improving the documents/guidelines/manuals, in order to improve the workflow of the Student Exchange Officers.
* Managing the promotional aspects of SEP, in collaboration with the Media and Publications portfolio.
* Lead SEO meetings, organise SEO trainings, keeping constant contact with Student Exchange Officers.
* Oversee the Student Exchange Database and aid in resolving disciplinary issues arising in the programme.
* Decide together with the Chairperson of Student Exchange, Treasurer, DF Coordinator and DF Committee the DF SEP Grant recipients.
* Promote and investigate the implementation of SEP in IPSF Member associations who are not part of the project yet, as well as in all non-IPSF Member countries, in collaboration with the Regional Offices.

The Chairperson of Student Exchange and SEC members gather for a meeting once a year, where important issues pertaining to SEP are discussed. It is usually held after the second IPSF Executive meeting (usually March-April) but when and where it is held is up to the Chairperson and SEC members of the particular work year.

SEC members are required to be contactable regularly via email and need to be able to respond promptly to messages. Hence good and regular email access is required. A time commitment of about 15 hours per week can be expected.

For further information please contact the Chairperson of Student Exchange at: sep@ipsf.org using subject heading ‘SEC interest’.