

The Pharmaceutical Society of South Africa Young Pharmacists' Group

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PSSA YPG Steering Committee (SC) Description of functions: Chair

POSITION PURPOSE:

The Chair of YPG takes the lead in every aspect of the YPG activities. This position implies responsibilities related to all the existing projects and public relation activities. The Chair should have good knowledge about PSSA's structure, its sections, branches and working groups, and know as much as possible about the activities of the Society as a whole in order to develop potential collaborations. The Chair is expected to contribute to the strategic planning and development of YPG, he/she is also in the position of generate resources for members.

The Chair works together with the Projects Coordinator (PC), Public Relations Officer (PRO), Liaisons Officer (LO), and Secretary in order to achieve YPG main goals and objectives. The Chair supports the SC, in several activities such as YPG grants and projects, and mainly the co- ordination of the conference activities. It is expected from Chair to offer guidance and support to the SC whenever needed.

The candidate for the Chair position should preferably come from a previous position/involvement on the YPG SC, or from another similar position within the PSSA structure. If none, the candidate should demonstrate a deep knowledge of the YPG and PSSA structures and involved projects.

MAJOR RESPONSIBILITIES:

1. Co-ordination of the YPG SC activities

The Chair must fulfill his/her obligations towards the rest of the SC:

- Organising and updating the annual calendar of activities;
- Providing the deadlines set by the PSSA to the other SC members that includes YPG projects, grants, newsletter, conference activities and others;
- Providing the reports to the PSSA National Executive Committee (NEC) when demanded;
- Booking meetings when necessary:
 - A mid-year meeting (November) in-person at the PSSA head office;
 - Other meetings on-line during the year using the technology available;
- Organising the YPG annual Business Meeting (BM); and
- Making available minutes of the BM and the mid-year meeting in co-ordination with the SC.

2. YPG Representation

The chair is responsible for all representation at relevant levels:

- PSSA NEC;
- Other meetings with working or sub-committee groups whenever needed; and
- Attendance to provincial/sectoral YPG events if this is possible (the Chair should consider alternative financial support apart of YPG funds in case of traveling).

The representation within PSSA also comprises the development of relations between YPG and the PSSA sectors and branches. The establishment of communication with the sectors and branches includes the continuity of the existing projects and grants and other that might arise in co-ordination with the other SC members.

3. YPG finances

- All finances are responsibility of the Chair, and as so, he/she should present the budget to the PSSA head office for auditing purposes;
- All the documentation coming from expenses and reimbursements must pass through the Chair to be presented when necessary;

4. Co-ordination of the YPG programme for the PSSA conference

The YPG programme at the PSSA conference includes educational sessions (YPG Forum and joint symposium sessions with PSSA sections), YPG BM and social events (including a joint YPG-SAPSF event).

- The Chair, with the PC, is responsible for the organisation and accreditation of the educational session;
- The Chair and the SC should participate in the organisation of joint symposiums in co-ordination with the PSSA sections;
- The Chair should observe that the YPG conference programme is executed as planned at the end of the PSSA conference;
- Keep close contact with PSSA office staff, conference agency and SAPSF president in order to set the locations and costs for the YPG social events;
- Co-ordinate with the SC to fulfill all duties, appointments and tasks to be developed in site at the PSSA conference; and
- Work with and support the PSSA conference organising committee and office staff wherever necessary, in accordance to the deadlines provided.

Note: The position is held for ± 12 months (depending on dates of PSSA AGM). This is a volunteer position and no remuneration is provided. Limited travel support is dependent on the availability of funds as stipulated by the annual YPG budget.