

PSSA YPG Steering Committee (SC)

Description of functions: Project Coordinator (PC)

POSITION PURPOSE

The 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 program 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 program at the annual PSSA conference includes educational sessions (YPG Forum, YPG Workshop, and joint symposium sessions with various PSSA sectors), YPG Business Meeting (BM), 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. 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, PSSA AGM's and/or section meetings or any other business required in 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

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.

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.*