

The Pharmaceutical Society of South Africa Young Pharmacists' Group

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

Major responsibilities:

1. Maintaining the records of the PSSA YPG including compiling meeting minutes, and storing them on the YPG Drive.
2. Preparing reports in collaboration with the Chair.
3. Maintaining communication between the different positions of the Steering Committee, Subcommittee and YPG members.
4. Assisting in other duties necessary for smooth functioning of PSSA YPG.

Skills required:

1. Excellent communication (verbal and non-verbal) and time-management skills.
2. Comfortable working and collaborating with large groups of people.
3. Excellent organization skills (advantageous to have excellent technological applications for managing different schedules and note-taking)
4. Excellent sentence construction, grammar and editing skills.
5. Self-motivated and able to represent YPG's interest at all times

Time required: 3-4 hours per week minimum.

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.