

DRxUGS Election Information

Important Dates

April 12 | Application due at 11:59pm

April 13 | Voting begins

April 18 | Voting ends at 11:59pm

April 19 | Election results released

April 19 | DRxUGS Transition Meeting

Positions

Chairperson-Elect

Recommended current year classification: P1 (will become Chairperson P3 year). Responsibilities of the DRxUGS Chairperson-Elect position include:

- Plan Mistletoe Mingle
- Become familiar with the duties of the Chairperson
- Help out with other DRxUGS EC positions when they need assistance
- Attend Fall DRxUGS retreat and monthly DRxUGS meetings

The Chairperson-elect will become the Chairperson during the second year of the term. Duties of that position include:

- Lead monthly DRxUGS meetings and Fall Retreat
- Lead the DRxUGS board in current and new initiatives
- Attend monthly Student Governance Association meetings
- Attend CPHS Collaboration meetings
- Work closely with the presidents and administration to plan various events for the students in the College of Pharmacy and Health Sciences

Feel free to contact Matthew at matthew.kent@drake.edu or Edward at Edward.mueller@drake.edu to find out more information!

Director of Communications

Recommended current year classification: FR, SO, P1, P2

The main responsibility for the DRxUGS Director of Communications involves:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Take meeting minutes at DRxUGS meetings (which normally take 1-2 hours/month)
- Answer emails from presidents regarding the minutes
- Promote DRxUGS member organization events

- Publish the 'DRxUGS Monthly Digest' email newsletter

This is a great position for younger students to get involved in and to see all the planning behind the events that DRxUGS and CPHS organizations host. Feel free to contact Sara at sara.faber@drake.edu to find out more information or to ask questions!

Director of Finance-Elect

Recommended current year classification: P1

Responsibilities of the DRxUGS Director of Finance-Elect position include:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Assume the duties and responsibilities in the absence of the Director of Finance
- Be familiar with the duties of the Director of Finance (some duties are shared)

The Director of Finance-Elect will become the Director of Finance during the second year of the term. Duties of that position include:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Keep records for each organization (General Ledger)
- Stay up-to-date with reimbursements and deposits
- Work with each organization to coordinate the financials for fundraisers
- Communicate with Membership Chair to streamline deposits
- Organize the Pharmacy and Health Sciences Day Live Auction
- Complete the DRxUGS 990 Tax Forms in April of each year
- Manage the online payments account

It is recommended that people applying for the Director of Finance position have some experience working with finances and excellent organization skills. Feel free to contact Kayla at kayla.spars@drake.edu or Sharmi at sharmi.patel@drake.edu to find out more information or to ask questions!

Director of Membership-Elect

Recommended current year classification: FR, SO, P1

The DRxUGS Director of Membership-Elect's responsibilities include:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Assume the duties of the Director of Membership in their absence
- Be familiar with the duties and responsibilities of the Director of Membership
- Manage the formal nomination application process for next year's DRxUGS EC

The Director of Membership-Elect will become the Director of Membership during the second year of the term. Duties of that position include:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Organize and compile the Fall membership drive for the six national professional organizations along with IPA membership
- Work closely with the DRxUGS Director of Finance to ensure all forms and payments are properly received and logged

- Respond to all questions regarding the membership drive quickly
- Communicate with the student chapters of the national organizations
- Publicize the DRxUGS membership drive by making class announcements, posters, and handouts
- Assist in promoting and publicizing other DRxUGS events and activities
- Organize DRxUGS elections in the Spring

Organization and attention to detail are important qualities to possess. Most of the work will be in August, September, and October. Feel free to contact Brian at brian.thoreson@drake.edu or Jessica at jessica.caelwaerts@drake.edu for more information or to ask questions.

Director of Community Service-Elect

Recommended current year classification: P1

The Service Chair Elect is a 2-year position with the second year of the term being Chair. The elect's responsibilities:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Plan and manage on and off campus health fair events along with other duties from the current service chair
- Find CPHS faculty members that are willing to help precept for student organizations holding their own health fair
- Throughout the year, the elect will plan smaller service events for DRxUGS.
- Help national organizations plan service/health fair/events

This role requires strong leadership skills, communication, and ability to delegate and multitask. Please contact Kelley at Kelley.nguyen@drake.edu or Brianna at Brianna.hoenig@drake.edu to find out more information or to ask questions.

IPA Liaison

Recommended current year classification: P1, P2 IPA Liaison responsibilities consist of the following:

- Attend Fall DRxUGS retreat and monthly DRxUGS meetings
- Attend a variety of IPA events and meetings, including the quarterly Board of Trustee meetings as well as other IPA events. As an IPA Trustee, you will be a part of discussions regarding IPA priorities and the direction of pharmacy in Iowa
- Share IPA information with CLC and the rest of the College
- Encourage participation in IPA events and legislative efforts

Feel free to contact Michael at Michael.harvey@drake.edu to find out more information or to ask questions!

Additional Information

- Attendance at the Transition Meeting on Thursday, April 19 at 11:30am is mandatory unless excused for a legitimate conflict.
- Students may run for more than one position and will rank them in the order of preference.
- You do not currently need to be a DRxUGS member to run for a position.