



**MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY
PHARMACY STUDENTS' ASSOCIATION
P.O.BOX 1410
MBARARA, UGANDA**



THE ELECTORAL COMMISSION

Email: speaker@mbupsa.org Tel: +256703987353

Date: 12TH OCTOBER, 2024

Our Ref: 47/PD/2024

Your Ref:.....

ROLES OF INDIVIDUAL MBUPSA EXECUTIVE COMMITTEE POSITIONS

PRESIDENT

Through the executive:

1. To implement Association policy as formulated by the executive or any other channel deemed fit by the executive. The president may himself present policies to the executive for discussion otherwise the executive will have a policy formulation committee of 5 members appointed from within itself.
2. To represent the association at meetings of any appropriate bodies.
3. To approve and authorize all association transactions.
4. To interpret Association policy whereby such interpretation shall be deemed null upon voting of such by at least 3/4 of the executive members after which occurrence the section under contention shall be forwarded to the policy formulation committee to provide a final interpretation.
5. To ensure that the Executive is working together as a team and that all members of the Executive are fulfilling their duties.
6. To represent the Association.
7. To organize the changeover of the executive in association with the Secretary General
8. To maintain and strengthen existing links with bodies deemed appropriate by the executive.
9. To attend to all student related issues and or assign any executive member to take over such a role.
10. To continuously devise mechanisms through which the association can perform more efficiently.
11. To be a non-voting member on the incoming executive unless he re-aspires for presidency.
12. To be a signatory on all association documents unless otherwise herein stipulated.
13. To select a competent acting president in case of anticipated absence and such may be but is not limited to the vice president.



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14. To hold custody of association property or assign a party to do so. Such a party will do so after approval by the executive.

VICE PRESIDENT

1. To deputize for the President when necessary and support the Executive as required.
2. With the president; ensure that the Executive is working together as a team and that all members of the executive are fulfilling their duties.
3. To act as the Association's International Liaison Secretary.
4. Where applicable to attend international meetings and represent the views of the Association. If unable to attend, he or she should fully brief the appointed delegates. A full summary of the event must be presented to the Executive at the next available Executive meeting.
5. To publicize future international events through the publications of the Association and any other means availed.
6. To promote the association at the IPSF Congress wherever appointed by the president.
7. To ensure, by liaison with the Finance Secretary, that any membership fees due to international organizations are correctly paid on time.
8. In collaboration with the other executive members and committees to lead MBUPSA Public Health Campaigns.

GENERAL SECRETARY

1. To oversee the printing of certificates for awardees presented by the president of the Association.
2. To act as the Secretary for the Association.
3. To deal with all correspondence addressed to the Association and report such to the President thus shall keep custody of the association post office box.
4. To produce and distribute accurate minutes of such meetings signed by him/her and the president at most one week of the meeting's occurrence.
5. To ensure that all publications and minutes are filed and archived.



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6. To co-ordinate the production and distribution of the Associations greeting cards
7. To write, with the President, an annual report of the year before changeover, to be sent to all professional contacts.
8. To organize business cards and name badges for the Executive.
9. To organize for the purchase and sale of membership badges.
10. To maintain and keep records of attendees at all association events.
11. To keep an up-to-date database of All Members of the Association.
12. To keep appropriate contacts of all members of the association as well as all affiliated company's contact details.
13. To ensure privacy and confidentiality of all the information in his or her custody.
14. To avail the above information to the president and any other individual bearing authorization from the president to obtain access.
15. To publish communications to members through whichever means available.
16. Draft and or type letters or proposals as directed by the president.

FINANCE SECRETARY

1. To head the finance committee which shall be charged with collection of membership, subscription and any other fees deemed appropriate from association members as well as suggest mechanisms through which the association funds will emerge.
2. Be in charge of the economic planning for the association.
3. Appoint members to the finance committee. The finance secretary will do this in consultation with the president.
4. Shall draw executive budgets and present them to the executive along with other committee's budgets for approval.
5. Under supervision of the president; co-ordinate, document and acknowledge all sponsorship of Association events in liaison with the Public Relations Officer.



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6. To present the accounts of the Association at meetings of the association whenever applicable.

SPEAKER

1. Shall preside over executive meetings and general assemblies.
2. Shall organize meetings of the Executive and general assemblies.
3. To distribute agendas and ensure details are given to those invited to attend the meetings.
4. Shall ensure that the Executive is working together as a team and that all members of the executive are fulfilling their duties.
5. Shall act as spokesperson for the Association.
6. Shall head the electoral committee.

B) ELECTORAL COMMISSION CHAIRPERSON

1. The Speaker shall be the E.C Chairperson.
2. To oversee all activities and functions of the EC.
3. To ensure that elections are held freely and fairly periodically.
4. To chair the general Assembly.
5. To call and chair any meetings of the EC.
6. To select, appoint and co-ordinate the screening committee/panel.
7. To announce any results of a poll or election.
8. Shall organize a changeover/handover of power from the outgoing to the incoming executive committee in coordination with the Secretary General.



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PUBLIC RELATIONS OFFICER

1. Shall have a deputy.
2. Under supervision of the president and the finance secretary; safe guard and develop sponsorship for the services and events of the Association.
3. To maintain links with the sponsors, invite them to events and send them regular communications through the president of the association as deemed appropriate.
4. Publicize all the activities of the association in conjunction with the Organizing Committee.
5. Coordinate the running of MBUPSA social media.
6. With the Secretary General write letters of thanks co-signed by the president to all sponsors, speakers and invited guests at the association activities.

ORGANISING SECRETARY

1. Shall have a deputy.
2. Shall oversee all the operations of the association and shall ensure all committees operate efficiently and effectively.
3. Shall be the head of all committees and all committee chairpersons shall be answerable to him/her.
4. Shall be answerable to the president and shall report directly to the president's office.
5. Shall coordinate all committee activities and report to the president regularly on all committees' progress.
6. Shall report matters arising to the president who will in turn report them to the executive for further discussion.



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ICT CHAIRPERSON

1. Be the Head of the ICT committee which shall be composed of representatives of every class and former head as ex-officio.
2. Update and maintain the MBUPSA website at regular intervals.
3. Be responsible for updating and maintaining all IT equipment currently owned by MBUPSA.
4. Under supervision of the Secretary General forward all correspondence via the MBUPSA email address to the appropriate Executive members.
5. Oversee the securing of membership email addresses.
6. Design and produce electronic publicity materials for MBUPSA activities in conjunction with other executive members when required.
7. Advise the Executive on information technology use and needs.
8. To act as specific point of contact with the website provider.

HEAD OF ACADEMICS, RESEARCH AND INNOVATION

1. Shall have a deputy.
2. To coordinate pharmacy week activities i.e., quiz, exhibition, academic workshops and trainings.
3. To be custodians of Association Research projects, formulations, products etc.
4. To lobby opportunities for research grants and innovations.
5. To address students' issues /complaints pertaining their academics loading with the department.
6. To organize/coordinate national academic Events, i.e., competitions, symposia, workshops, trainings, etc.



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7. Shall head the academics, research and innovation committee which shall be composed of utmost 10 members.

HEAD OF SPORTS

1. To organize and coordinate activities during the sports week.
2. To ensure co-curricular activities are organized and held by the association periodically.
3. Shall head the sports committee which shall be composed of 5 members.

LEGAL ADVISOR

1. Protecting, defending and upholding the constitution.
2. Shall be a presidential advisor as well as an overall advisor to the different committees.
3. Shall draft MOUs with potential partners of the Association.
4. Shall draft NDAs for the association members handling association products/product formula and be custodian of them.
5. Shall head the Legal advisory committee who shall help him/her in execution of the above duties.
6. The committee shall be composed of 5 members including the president.
7. The committee shall have the power to make technical changes to the constitution that do not alter the content.
8. Shall coordinate policy formulation activities such as a referendum.

QUALITY ASSURANCE OFFICER

1. To draft and update SOPs of the association and every department.
2. To ensure the SOPs are being adhered to.
3. To ensure exceptional quality of projects, products as well as services or events organized by the Association.



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4. Will head the disciplinary committee of the association.

HEAD OF EDITORIAL COMMITTEE

1. Shall head the editorial committee.
2. Shall be charged with a responsibility coordinating the production of annual magazine named "The MBUPSA Pharmazine".
3. Shall be composed of utmost 5 members including the PRO.

CLASS REPRESENTATIVES

1. To ensure maximum participation of their class in Association activities.
2. To coordinate and mobilize their class for every association activity.
3. To be an ambassador of the Association executive to their class and vice versa.
4. To relay concerns of their class to the executive and deliver timely feedback
5. To maintain a harmonious relationship

NOTE: This document has been compiled in reference to the MBUPSA constitution, Article 16: Roles of Individual Executive Committee, to further help potential candidates to efficiently harmonize and apply for a particular post that resonates with their individual strengths and capabilities.

Yours sincerely,

LUKWAGO JOSEPH

Speaker, MBUPSA

Chairman, MBUPSA Electoral Commission

CONTACT: +256703987353

speaker@mbupsa.org