**Pharmaceutical Program Leadership Council (PPLC)**

*Applications due Thursday, April 21st by 11:59PM to Ms. Erin Hasselberg (erinhass@bu.edu)*

**The Pharm Program Leadership Council is seeking applications for the FALL 2017 semester with onboarding to begin in May 2017. Applicants must be a member of the Pharmaceuticals Certificate and expect to remain as a student at BUSPH through Spring 2018 (although continuing through the Fall 2018 semester is highly encouraged).**

**The mission of the Council is to provide feedback and guidance to the Program Director and Manager. PPLC works to connect Pharm Certificate students to current students and alumni, the greater BU community, the Boston pharmaceutical community and beyond.**

**Requirements & Expectations of Participation in the PPLC**

* Enrolled in Pharm Certificate
* Enrolled in at least two remaining semesters at BUSPH
* Attend mandatory weekly meetings on Wednesdays from 5-6PM throughout the semester
* Actively participate in Pharm Certificate events including seminars, social activities, brown bag lunches, etc.
* Actively support planning efforts of and participate in the Pharm Certificate’s signature event- the annual Pharmaceuticals Symposium!

**PPLC Composition**

* Director: Erin Hasselberg
* Program Manager
* Chair
* Alumni Relations
* Seminar
* Student Programming
* Symposium responsibilities are shared between members.

*Please review the following page for PPLC Terms of Reference and in-depth leadership position descriptions*

**Pharmaceutical Program Leadership Council (PPLC) Terms of Reference**

1. Attend 1-hour weekly meetings throughout the academic year. Meeting frequency and duration can increase depending on the number of Pharm Certificate events scheduled during a particular time of year.
   1. Failure to attend more than 3 meetings without excusing your absence at least 24 hours prior or posterior to a planned meeting will result in dismissal from PPLC.
2. Hold and successfully fulfill all tasks related to your PPLC position. Position descriptions are outlined below.
3. Aid in the planning and execution of the Pharm Certificate’s signature event- the annual Pharmaceuticals Symposium.
4. Actively participate in promoting PPLC applications and selecting the next PPLC team.
5. Create a handover document at the end of your term as a PPLC member in order to ensure smooth transition to the next PPLC team.

*The following are brief descriptions exemplifying the leadership positions had in the past, which may be subject to changes*

**PPLC Leadership Descriptions**

1. **Chair**: Oversee and provide support to all PPLC members, striving to integration and collaborative participation of all members. Send out meeting agendas. Actively collaborate with the Pharm Program Director and Pharm Program Manager to ensure success and growth of the Pharmaceuticals Program.
2. **Alumni Relations Chair/ Communications**: Take notes at all PPLC meetings and send out meeting minutes within 24 hours of the end of a meeting. Actively update the Pharm Program [LinkedIn page](mailto:https://www.linkedin.com/groups/5170224), [Blog](mailto:https://www.bu.edu/pharm/program-blog/), and [Website](mailto:https://www.bu.edu/pharm/). Liaise with the BUSPH Department of Alumni Relations to coordinate Pharm Certificate alumni meet-ups and networking opportunities with current students.
3. **Seminar Chair**: Liaise with the Pharm Program Director and Pharm Program Manager to identify and reach out to potential seminar speakers. Aid in selecting and scheduling seminar dates. Serve as the seminar speaker “handler” on the day of the seminar (i.e. handle seminar speaker parking validation, meet the speaker in the School of Medicine or Crosstown lobby to escort them to the seminar room, and introduce the speaker at the beginning of the seminar).
4. **Student Programming Chair**: Lead new Pharm Program initiatives (approx. two-three new initiatives per semester) and actively promote Pharm Program events and social activities on the Pharm Program [Facebook page](mailto:https://www.facebook.com/groups/1543198099342278/).
5. **Symposium Tasks to be shared among all team members:** Serve as the primary PPLC members responsible for identifying and communicating with Symposium speakers, organizing and leading calls with Speakers and the Moderator prior to the Symposium, collecting Speaker bios and creating a Symposium program and advertisement Poster. Collaborate with the BUSPH Department of Global Health Events and Communications specialist to create and track EventBrite invitations and day-of registration materials, communicate with the Boston University Events & Conferences team to ensure correct Hiebert Lounge room layout for the day of the event and handle all catering for the Networking Reception portion of the event.

**Pharm Program Leadership Council Application**

**Student Name**: **BU ID**:

(last, first)

**Email**: **Phone**:

**Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Degree Program and Concentration:**

**Student Status:**  Full-Time  Part-Time

**Anticipated graduation date:**  Jan  May  Sept \_\_\_\_\_\_\_\_\_\_

1. **Please describe why you want to be a member of the Pharm Program Leadership Council.**
2. **Are you currently employed:**  Yes  No If yes, current place of employment:

Weekly hourly commitment to position:

1. **Do you currently serve on any other SPH committees or outside organizations?**

Yes  No

If yes, please list:

1. **Do you have any programming or event planning experience?**  Yes  No

If yes, briefly describe.

1. **Please identify one initiative that you would like to see offered or strengthened as part of the Pharmaceuticals Certificate and how you envision PPLC supporting the implementation of that idea.**
2. **What direct experience do you have leading groups? Please provide specific examples.**
3. **Please select the committee that you are most interested in based on the descriptions listed on page 1.**

Alumni Relations/Communications

Seminar series

Student Programming

Symposium

Please explain why you would prefer to the positions you selected above.

**Applications and a current résumé are due by**

**Thursday, April 21, 2017 to Erin Hasselberg (**[**erinhass@bu.edu**](mailto:erinhass@bu.edu)**)**