



American Society of
Health-System Pharmacists

PHARMACY STUDENT FORUM

Advisory Group Responsibilities

Chair:

- Schedules all advisory group conference call meetings.
- Conducts all advisory group meetings.
- Creates agenda for all advisory group meetings.
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Responds in a timely manner to requests related to Forum work.
- Advises staff and provide feedback on student interests.
- Assists in development of Forum initiatives.
- Promotes student involvement in ASHP and the Pharmacy Student Forum.
- Assists in identifying speakers for Forum educational programs.
- Reviews and comment on Forum Web offerings.
- Actively engages Forum members through participation in ASHP Connect.
- Promotes Pharmacy Student Forum activities whenever applicable.
- Represents ASHP positions and policies at all times.
- Respect the confidential nature of all discussions pertaining to ASHP and Forum activities.
- Abides by ASHP policies.
- Informs ASHP Staff and/or Liaison if he/she or an advisory group member is unable to fulfill responsibilities.
- Represents the ASHP Pharmacy Student Forum at events as assigned.

All Members:

- Participate in all advisory group conference calls (approximately 5-6 per year).
- Encouraged to attend Midyear Clinical meeting for in-person meeting.
- Recommend issues for meeting agendas.
- Respond in a timely manner to requests related to Forum work.
- Advise staff and provide feedback on student interests.
- Assist in development of Forum initiatives.
- Promote new practitioner involvement in ASHP and the Pharmacy Student Forum.
- Assist in identifying speakers for Forum educational programs.
- Review and comment on Forum Web offerings.
- Actively engage Forum members through participation in ASHP Connect.
- Promote Pharmacy Student Forum activities whenever applicable.
- Represent ASHP positions and policies at all times.
- Respect the confidential nature of all discussions pertaining to ASHP and Forum activities.
- Abide by ASHP policies.
- Inform Chair, Liaison, and/or ASHP Staff if unable to fulfill responsibilities
- Represent the ASHP Pharmacy Student Forum at events as assigned.