



British Pharmaceutical Students' Association

National Representative Job Description

National Representatives (reps) work under the guidance and supervision of their Area Coordinator and are the main point of contact for all BPSA members at their Schools of Pharmacy. Representatives are responsible for distributing and promoting information about upcoming events and opportunities to ensure that all BPSA members are aware of what is available to them.

The main roles and responsibilities of National Representatives are to:

- Represent the BPSA at your School of Pharmacy and facilitate the representation of your pharmacy school at BPSA events
- Promote joint membership of the RPS and BPSA to all students
- Publicise and promote the BPSA and our services to all pharmacy undergraduates (this includes the Area Conferences, Science Into Practice, Business into Practice, Annual Conference, and all competitions)
- Regularly liaise with your BPSA Area Coordinator via email, Discord and WhatsApp.
- Attend the Executive/Representatives Meetings
- Attend regular online meetings with the other Representatives in your area (at least once a month)
- Where feasible, National Representatives are expected to attend the BPSA Annual Conference
- Attend mandatory rep training
- Support other Representatives including Competition and International Representatives when necessary
- Promote, attend and assist in the running of Area Conferences where possible

Ideal Candidate:

- Enthusiastic
- Motivated
- Be willing and committed to developing both personally and professionally
- Organised
- Friendly and approachable to others
- Good ability to communicate (verbal, written and formal presentations)
- Team player
- Forms and maintains good working relationships with others

Representative Training:

Training allows us to maximise the chances of a successful year and gives prospective reps the chance to learn about the Association, meet with other reps in the country and learn and develop useful skills to be used over the coming year. **Attendance to this is mandatory.** To ensure that every rep gets the opportunity to attend, each rep will be given the choice of two dates/locations but will only need to attend one. Locations are to be confirmed but travel expenses will be reimbursed, so what's not to love about the opportunity to visit a new city?!

Saturday 12th October 2019 – (available for all reps from all areas)

Saturday 26th October 2019 – (available for reps in the **Northern** and **Pennine** Areas)

Saturday 26th October 2019 – (available for reps in the **Western**, **Eastern** and **Southern** Areas)

National Representatives should expect to join the WhatsApp Group chats for their area and Schools of Pharmacy.

Contact Emails:

Kelsey Drummond, Northern Area Coordinator: northernac@bpsa.co.uk

Whitney Uwadiae, Pennine Area Coordinator: pennineac@bpsa.co.uk

Olivia Fisher, Western Area Coordinator: westernac@bpsa.co.uk

Katy Beeton, Eastern Area Coordinator: easternac@bpsa.co.uk

Bethany Goodliffe, Southern Area Coordinator: southernac@bpsa.co.uk