



Co- President Portfolio

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March 9, 2013

Dear Co-Presidents-to-be:

Congratulations on your new role! This is absolutely the best position for you to let your passion for interdisciplinary collaboration shine through.

As the past Co-Presidents, here is one reason from each of us why we went into this role:

- Emily: I think that it is so important for health professionals to learn to work together as early as possible. The ultimate goal of our professions is to provide the best patient-centered care, and that can only be done through efficient multi-disciplinary cooperation. Our knowledge bases are made to complement each other, and so I feel that it is of utmost importance to learn what we do and how we can help each other out where we can, because no one is going to know everything, and it's often useful to see a different perspective.
- William: As I have been saying all year round – if we are going to be working in the future anyways, why don't we start building these friendships now? Furthermore, our healthcare system is dynamic, and is constantly changing. We are able to decide how our habits in practice will be formed and how we want to deliver patient care in the future – conversation on behalf of the HSSA with the Health Sciences Council can actually impact how health sciences students are educated – the potential is immense!

Because the portfolio for this position is not entirely developed, please feel free to identify opportunities in which you feel it can be expanded. As co-president, it is important to be a supporting and guiding figure for the other individuals on your team. Like most things in life, this position will be as successful or as unsuccessful as you choose to make it, and we really encourage you to make the most of it as possible.

For your own development, the position of co-president is an exceptional learning experience. Take this time to meet other people, learn about yourself, and what it is like to be a leader.

We wish you all the best, and feel free to contact us with questions or concerns.

Sincerely,

Emily Yu (ewyu@ualberta.ca) and William Lau (william.lau@ualberta.ca)

Roles and Duties

1. Set clear expectations for the faculty association representatives. Ensure that a thorough understanding of their own groups operations and activities is key to being an effective representative. This will help to prevent duplication of efforts, overlap of events and more importantly, allow the representative to understand how to effectively communicate a message from the faculty association to each individual student member.
2. Oversee academic and social projects: it is important to provide support, encouragement, and feedback to all of the council members on projects that they would like to work on. Pursue projects of your own interest as well if they do not happen to fall into the portfolios of VP Social and VP Academic, but delegate when possible to increase the reach of the HSSA. That being said, as health sciences students, we are all quite busy and it is important to help each other out when we can.
3. Liaison with the ECHA Administration: The Health Sciences Council (HSC) is a council of deans (of each health sciences faculty), led by the Vice Provost and Chair. Trish Whelan and Anne Pratt are highly interested in student activities in ECHA and will be a partner in cross-promoting events. The HSC has two working groups – the Health Sciences Education and Research Commons (HSERC) and the Interdisciplinary Health Research Academy (IHRA). Tara Hatch is the key contact in HSERC and will distribute a \$2000 grant annually to HSSA to operate interdisciplinary activities. She will also be a key contact in promoting interdisciplinary academic events and using space in ECHA to do so. Kathy Kovacs Burns is the key contact in IHRA and will play a role in connecting students to research and community initiatives. Tamara Mitchell-Schultz is a building admin and will help install new microwaves in ECHA, help assign storage space in the student commons, etc: Contact information will be available below.
4. Signing officer for HSSA Accounts: HSSA cheques all require two signatures. Both co-presidents will have signing authority, as well as the VP Finance. A contact for our BMO Financial Representative is available under “Important Contacts”
5. Update Constitution: the new constitution was re-written and approved in 2013. Please make changes as necessary as the HSSA is still a growing group, but ensure that all changes are approved by general council.

6. Attend or delegate attendance to all health related and interdisciplinary meetings:

- NaHSSA: National Health Sciences Students' Association is based in UBC. Conversations have been biweekly through conference calls. Topics include sharing of ideas, and building up momentum towards the annual InterProfessional conference.
- CHEPG: Collaborative Health Education and Practice Group is based in HSERC, and discusses how interprofessional activities could be better incorporated into the classroom to give students not only exposure to, but also immersion and integration in interprofessional activities. Meetings are every 3 months.
- IHRA: Interprofessional Health Research Academy, Steering Committee meetings and Council meetings. Recently, the two meetings have been joint. Discussion surrounding how the spaces on the 5th floor of ECHA should be shared, and how partnerships with community partners may look in prospective research opportunities.

Timeline

April

- Attend the HSSA meetings with the previous year's council to learn how they function
- You will be made the signing authority for the HSSA bank account with BMO
- In the past, the Alberta Interprofessional Conference (AIC) planning began around this time of year. Please see Appendix 1

May, June, July

- Attempt to meet with VP Social and VP Academic to talk about possible events not only for the Fall semester, but also for the rest of the academic year
- **Re-register the HSSA as a student group**
- Main objective: Have a strategy to make the HSSA visible in September

August

- The ECHA Administration will usually like to meet with you at this time to discuss events for the upcoming year. Last year, we did not have a VP Academic at this time, but this year, it would be imperative invite the VP Academic to this meeting as well.
- As the school year is about to begin, the first official HSSA meeting with all members of council should be held around the end of August to set goals for the upcoming year
 - It may also be an appropriate time to request the contacts for the VP Socials and VP Academics of *each student group* as we have had some communication problems in trying to coordinate activities, because the student groups would hold an activity the same day.
 - Large-scale events (e.g., Healthwave) should be discussed at this meeting or the first one in September, because venues may need to be booked far in advance and you will need to find a date that works for the majority of the faculties.
 - For events that last over a period of time (e.g., Food Drive, Blood Drive), please determine weeks or months that are not as busy for the majority of the faculties. It will need determination to acquire these dates and times from reps.

September

- The first Student Health Committee (SHC) meeting takes place (bi-weekly)
- To get the name of HSSA out there, it would be very useful to hold a "Meet 'n Greet" type event with the executive council of the other student groups; we had attempted this in 2012, but it was not as effective as we would have liked

- The IP Launch is an interdisciplinary cooperation and simulation experience that is designed for the first year students of the health sciences, hosted by HSERC. You will likely need to recruit volunteers for this.
 - last year (2012), HSSA had a booth in the ECHA Main Street outside HSERC to promote awareness of our group to the first year students
- The first deadline for grants from Student Group Services (SGS) is in September. If you require funding for an event this year, be sure to work on a grant application with the VP Finance and Social/Academic depending on the nature of the event.
- We have tabled extensively this year for the HSSA at clubs fair – but have decided that tabling in ECHA instead would be *free*, and much more effective at reaching health sciences students.

October

- the first Lock and Key Party (2011-2012) was held in October
- in 2012, the Nightmare on Main Street was held on October 31st. It may be useful to see if the Health Sciences Council needs help in promoting or organizing this

November

- The 30 Day Interdisciplinary Blood Donor Challenge 2012 was held in this month

December

- Finals are happening, perfect time to provide support (free coffee?) to students

January

- In 2012, there was an InterD Graffiti Party mid-month but we have no notes on this

February

- The first ever health sciences waterpark party – HEALTHWAVE – was held on Feb 1st. This was a great success – advice for future years – better communications with other faculty associations so they do not plan conflicting events on the same day
- The Lock & Key (2012-2013) was held on Valentine's – the event is still a great concept, but again, planning in advance to avoid conflicts with other faculties.
- Save Stan Saturday (simulation) is usually held towards the end of February or the beginning of March. HSERC will likely contact you requesting volunteers.
- Begin to prepare for (and market) the elections and AGM

March

- Have elections and AGM

Important Contacts

Darin Scott	Business Banker at BMO darin.scott@bmo.com Helps to change signing authority – great guy
Tamara Mitchell-Schultz	ECHA Admin tamara.mitchell-schultz@ualberta.ca Helps book tables, rooms, and distribute keys for storage
Trish Whelan	Associate Director and Admin Planning Lead of HSC trish.whelan@ualberta.ca Receives feedback on usage of the Student Commons
Anne Pratt	Communications Director of HSC aepratt@ualberta.ca Helps promote HSSA events to staff, and supports in initiatives to increase HSSA visibility
Kathy Kovacs Burns	Director of IHRA kathy.kovacsburns@ualberta.ca Conversation regarding undergraduate research
Sharla King	Director of HSERC sharla.king@ualberta.ca Conversation regarding city-wide IP activities
Tara Hatch	Interprofessional Practice Manager of HSERC tara.hatch@ualberta.ca Go to her for Academic (IP) activities
JoAnne Davies	Interprofessional Education Manager of HSERC jedavies@ualberta.ca Go to her if you have ideas about IntD 410
Joe MacPherson	Simulation Specialist (HSERC) jmm7@ualberta.ca Organizes simulations for HSERC – has resources!
Rob McDougall	Campus Food Bank (CFB) Awareness Committee Chair rmcdouga@ualberta.ca - (780) 862-9289 for collaborations with CFB

Jennifer Gretzan

Canadian Blood Services Community Development
Coordinator

Jennifer.gretzan@blood.ca

to organize InterD blood donations

Jessica Romaniuk

U of A Sun Safety Committee Chair

jlr8@ualberta.ca

The Sun Safety Committee was previously a subcommittee of HSSA; they have volunteer opportunities for health sciences students to promote sun safety to the community

Appendix 1: Robert's Rules of Order

Robert's Rules of Order were developed by a General in the 19th Century to provide order to parliamentary gatherings. We have adopted and adapted them for our own purposes. For APSA, Robert's Rules are designed to allow for structured and efficient meetings to be held, and to allow each member of Council feel comfortable and safe enough to speak their mind during meetings.

The most common use of Robert's Rules is to make motions. Motions can be thought of as the decisions of Council. They are presented, discussed, and then voted on by Council.

How are Motions Presented?

(Note: membership means all members of the group with votes)

1. Obtaining the floor
 - a. Wait until the Chairperson recognizes you
2. Make your Motion
 - a. Speak in a clear and concise manner
 - b. Always state a motion affirmatively. Say, "I move that we..." rather than, "I move that we do not..."
 - c. Avoid personalities and stay on your subject.
3. The Chairperson will call for a second.
4. If there is no second, your motion is lost.
5. The Chairperson or delegate of the Chairperson states your motion
 - a. The membership either discusses your motion or moves directly to a vote
 - b. Once your motion is presented to the membership by the Chairperson, it becomes "assembly property," and cannot be changed by you without the consent of the members.
6. The motion is voted upon by the membership.

Other Motions:

1. Motion to Table: postpone discussion to a later meeting time
2. Motion to move in Camera: discussion will take place in a confidential atmosphere.
Dialogue that takes place in Camera is not documented and participants are required to keep discussions confidential
3. Motion to Adjourn: if passed, signals the conclusion of the meeting

Appendix 2: Alberta Interprofessional Conference (AIC)

The last AIC was held in 2010-2011. There is an amount of money set aside for it that is accessible through the HSSA. Here is the documentation that we have available for the AIC from the last coordinator, Sarah Hasenbank, the APSA Interprofessional Director from 2010-2011:

AIC is the first-ever student run interprofessional conference in North America. The planning committee is a sub-committee for HSSA, but it runs independently and operates on its own budget. In the past the conference was a big-league event, and the goal is to strive for exceptional planning and execution in order to increase student involvement. The 2010 AIC was held in early November. In past years it was held at a hotel, but was moved to Corbett Hall this year. Sponsorship funds and lower facility rental costs were used to decrease the price for all students to \$10. If you choose to approach the Faculty of Pharmacy for sponsorship again this year, you can contact the Fundraising Director from APSA to approach the faculty at the same time or pursue funding independently. The Faculty Representative role involves giving a pharmacy perspective to the planning of the conference, and then heavily promoting the conference to pharmacy students. There are a variety of positions on the AIC planning committee you could also take on in addition to the Faculty Representative if you are interested, such as coordinating conference registration, fundraising, finding speakers, and chairing meetings. For the 2009 conference, it was arranged so that the Faculty of Pharmacy reimbursed each pharmacy student who participated in this event.

Timeline

- I started attending meetings in March 2010 (before summer break). This year the committee is set to start up earlier, possibly in January of the winter 2011 semester, which is when people will be selected for various roles on the committee.
- During summer I contacted a few people for conference sponsorship. No one took on a designated fundraising position, so it was split between all committee members. I would suggest not doing this until at least the room and possibly some speakers are decided, and you know what funds you want and what they will be used for. This past year I did not have much information to give potential sponsors until months after I first contacted them, which I think was detrimental to credibility seeking funds.
- In October I started advertising the conference to pharmacy students via email, posters around Dent/Pharm, and in-class announcements to each year.

- For two weeks before the conference I sold tickets to pharmacy students at a table in Dent/Pharm a few days a week, along with the AIC committee chair, who was also a pharmacy student.
- I spent a large portion of the day before the conference setting up rooms at Corbett Hall.
- On the day of the conference I helped register students when they arrived, set up lunch, and met arriving speakers to set up their presentation.

Appendix 3: 2012-13 Council

Executive Council	
Co-President	William Lau whlau@ualberta.ca
	Emily Yu ewyu@ualberta.ca
VP Administration	Amanda Leong aleong@ualberta.ca
VP Finance	Caroline Sheppard csheppar@ualberta.ca
VP Social	Harold Pang hhpang@ualberta.ca
VP Social Associate (discontinued role)	Melissa Hwang mhhwang@ualberta.ca
VP Academic	Allison Farnard farnand@ualberta.ca
Faculty Representatives	
Pharmacy	Emily Yu ewyu@ualberta.ca
Nursing Undergrad	Eric Martin Em1@ualberta.ca
Nursing Grad	Rachel Flynn rmflynn@ualberta.ca
Nutrition and Food Sciences	Yolanda Jin Yiting6@ualberta.ca
Medical Laboratory Sciences (MLS)	Sabrina Hannon Sabrina.hannon@ualberta.ca
Dentistry	Zheniya Kazachenko kazachen@ualberta.ca
Medicine Class of 2015	Lauren Eastman leastman@ualberta.ca
Medicine Class of 2016	Tracy Zhang ctz@ualberta.ca
School of Public Health	Desiree Neufeld dneufeld@ualberta.ca
Rehabilitation Medicine	Caitlyn Malli malli@ualberta.ca