



## **Elections and Officer Transitions**

**Election for Class President and Class Representative Information** can be found in the Handbook here: [Class Officers and Elections | PharmD Student Handbook \(pitt.edu\)](#)

### **Student Organization Elections:**

- Current Student Organization Officers organize elections:
  - Announce election date to members and list who is eligible to run (members in their \_\_\_ year of pharmacy school, etc.)
  - If there are multiple people running for a position, each candidate is encouraged to submit a short-written platform or draft of their speech to the organization leader. A date should be scheduled on or before the election where the candidates will give their short speech to the group.
    - Of note, if an individual runs for a position unopposed, they may assume their position on election day.
  - Organizations are encouraged to have a standard mechanism to cast votes, for example Google Form.
  - Current officers should conduct the vote count and announce results.
- As soon as election results are final, current officers must inform Student Program Administrator (Mrs. Suzanne Mannino) and their faculty advisor of election results, including names of new officers and positions.
- Advisors are encouraged to meet with new and outgoing student officers for a transition meeting to include:
  - Organization goals
  - Major event planning for upcoming academic year
  - Discussion of budget responsibility of the student officers
  - Ensure updates made to SORC (Student Organization Resource Center). The President must report:
    - Advisor(s)
    - Names of elected officers/E-Board Members
    - Names and Number of student members (can be updated throughout the year)

### **School of Pharmacy and National Association Annual Reports**

- Many Student Organizations have an affiliated national association that requires an Annual Report. When completing the report:
  - Ensure it is reviewed by your Advisor
  - Provide a final copy to Student Program Administrator (Mrs. Suzanne Mannino)
- In addition, organizations must complete a School of Pharmacy Annual Report to allow the School to celebrate and share your accomplishments: Qualtrics Survey link: [https://pitt.co1.qualtrics.com/jfe/form/SV\\_2iCtGvAMjvxTBqe](https://pitt.co1.qualtrics.com/jfe/form/SV_2iCtGvAMjvxTBqe)

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*Reviewed by Pitt Pharmacy Student Organization Staff & Faculty leadership – August 2022.*