



## The Association of Pharmacy Technicians UK

### Process for Election of National Officers 2010 to 2012

#### Background

The National Officers who represent pharmacy technicians, in all sectors and home countries, are elected into post by the Association of Pharmacy Technicians UK's (APTUK's) membership for length of 2 or 3 years dependent on post.

The APTUK is a growing organisation and it is important to note that all National Officer Posts carry a considerable workload. This is likely to require a commitment from both personal and professional time. All National Officers are required to be members of APTUK and a registered Pharmacy Technician who can demonstrate how their knowledge and abilities will support the achievement of APTUK's objectives.

The following Officer posts will be vacant due to the current term of office elapsing:

President	Website Officer
Honorary Secretary	CPD Officer
Administration Officer	Media Officer
Publicity Officer	

#### Eligibility Criteria

Any full member of the APTUK can stand for election to a National Officer post, provided that they are:

A full member of APTUK for 12 months past membership year (2009) and current year (2010)

A Registered pharmacy technician with the Royal Pharmaceutical Society of Great Britain

Nominated and have nomination form signed by 2 full members or fellows of APTUK

Completed the recruitment application form

For the post of President the member must also have some previous experience within the APTUK National Board of Officers or through a local APTUK Branch.

Nominations for the post of President; will be considered by the current board of National Officers to ensure member meets eligibility criteria prior to their inclusion into the election process.

If you are a member of the APTUK and you are interested in standing for one of the National Officer posts and require further information then contact Suki Tagger, Honorary Secretary, by **email only** at [secretary@aptuk.org](mailto:secretary@aptuk.org) prior to closing date for nominations.

In order to apply for an Officer post, the applicant must complete a nomination form and the recruitment application form; a copy can be found on the website [www.aptuk.org](http://www.aptuk.org) or requested from the Honorary Secretary by **email only** to avoid delays in your application.

The completed nomination form and the application form need to be sent to the Honorary Secretary, addressed to the Association of Pharmacy Technicians UK, 4<sup>th</sup> Floor, 1 Mabledon Place, London, WC1H 9AJ by the 31<sup>st</sup> March 10. Applications received after this date will not be considered.

**Important: Due to volume of post received by APTUK, please mark in the corner of the envelope the name of the post you are applying to identify your application and ensure it is included in the election process.**

### **Electoral process and timetable**

If more than one nomination per National Officer Post is received the election will be conducted by postal vote. Postal voting will be facilitated by the APTUK working with Electoral Reform Services (ERS). ERS is a non-profit organisation that manages various election or membership votes for a large number of organisations.

Nomination forms need to be returned to Suki Tagger, the APTUK Honorary Secretary by **Wednesday 31<sup>st</sup> March 2010**. Nominations received after this date will be disregarded. All nomination, application forms & curriculum vitae need to be returned to the address listed on the form.

A postal ballot will only take place if more than one nomination per post is received.

Postal ballot forms will be sent during May 2010 to all Full members and Fellows, registered with APTUK on 1<sup>st</sup> April 2010, the start of the new membership year. Members joining after this date will not be eligible to vote. There will be a deadline set for the return of the postal ballot as outlined by ERS. Ballot forms received after that date will be disregarded, as will any spoiled forms.

If only one nomination is received for a post, once verified and confirmed, members at the AGM will be asked to accept the nomination.

### **Result**

The Electoral Reform Services will collate returned ballot papers and inform APTUK of the result of the ballot in early June 2010. Successful members will be notified of their appointment into post by the Honorary

Secretary prior to the Annual General Meeting (AGM) and the results will be announced at the AGM on Saturday 19<sup>th</sup> June 2010.

### **Roles And Responsibilities of National Officers.**

All National Officers must be a full member of APTUK and a registered pharmacy technician (currently with the Royal Pharmaceutical Society of Great Britain)

All National Officers must commit to attending at least 75% of National Officer Meetings, this is crucial to the running of the organisation. In addition Officers may be asked to attend events on behalf of other officers to promote APTUK.

See summary below of the main roles and responsibilities for each of the National Officer Posts up for election. A job description will only be sent by **email** to members of APTUK after they contact the Honorary Secretary.

#### **President**

Post holder is the figure head of APTUK, responsible for the leadership of the organisation. Manages the direction of the organisation and acts as key spokesperson for the organisation.

#### **Honorary Secretary**

Post holder is responsible for the day to day business of APTUK, co-ordinating our response to consultations, organisation and preparation of National officer Meetings, point of contact for enquiries.

#### **Administration Officer**

Post holder is responsible for the production of minutes and to provide administration support to officers.

#### **Publicity Officer**

Post holder is part of the media team and responsible promotion of APTU and is responsible for supporting the work of the media & website officers.

#### **Website Officer**

Post holder is part of the media team and is responsible for the maintenance of the APTUK website, includes updating information on site and as point of contact for enquiries through the website. Also responsible for supporting the work of the publicity & media officers.

### **Continuing Professional Development Officer**

Post holder is responsible for the delivery of CPD support to APTUK members, develop and update CPD portfolio and co-ordination of CPD facilitator training across the branch network, working in conjunction with other officers where necessary.

### **Media Officer**

Post holder is part of the media team and is responsible for supporting the work of the publicity officer & website officers

Suki Tagger  
Honorary Secretary  
Association of Pharmacy Technicians UK