



Position Description

Awards Director

Portfolio: Awards

The Awards Director oversees the organization's awards program and liaises with partner organizations to coordinate joint presentations, as applicable.

Primary Responsibilities:

- Reviews the criteria for the Professionalism Award annually, accepts nominations and coordinates selection of a winner each year.
- Confirms sponsorship and coordinates the poster contest.
- Liaises with other committees (e.g., Membership Engagement) and partner organizations (e.g., Alberta College of Pharmacy) to plan contest presentations.
- Presents awards during the Annual Alberta Pharmacy Technician Conference, or other awards ceremonies.
- Investigates and pursues opportunities to expand the awards program.

All board members are responsible to:

- Prepare for and attend board meetings and the annual general meeting.
- Report on the status of assigned initiatives and keep the board apprised of completed work.
- Recruit, chair or liaise with committees in order to achieve initiatives.
- Prepare blog submissions to communicate with the membership.
- Approve an annual budget and ensure expenditures are within the budget.
- Develop and/or maintain policies for governing the Society.
- Represent PTSA at various functions.
- Assist the transition of successors.