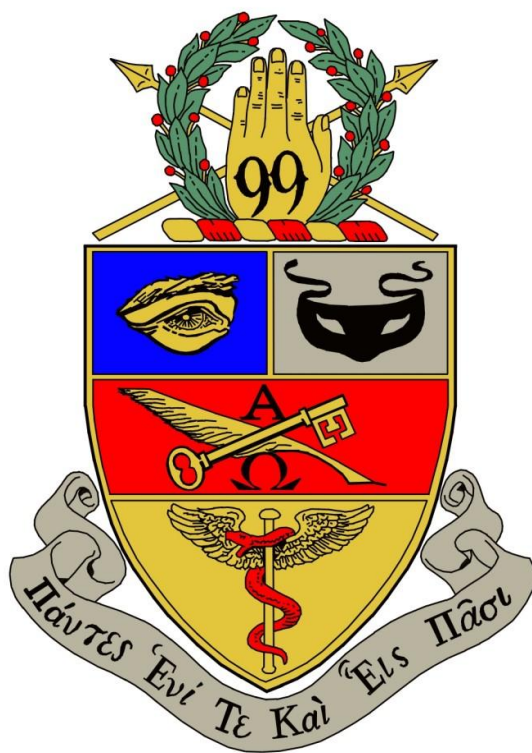


Kappa Psi Pharmaceutical Fraternity, Inc.

Mountain East Province Committee Guide



Updated August 2023

Kappa Psi Pharmaceutical Fraternity, Inc. Mountain East Province

Province Planning Committee

- Assist the Vice-Satrap and Host Chapter plan province assemblies
- Review and update the committee manual, as needed, annually

Professional Development Committee

- Assist the Vice-Satrap and Province Planning Committee with Province Assembly workshops, including coordinating a Continuing Education session
- Survey delegates at Province Assemblies to determine individual chapter needs
- Brainstorm ideas for engagement and meaningful interactions at Province Assemblies between Collegiate and Graduate brothers
- Help organize the Graduate luncheon and Graduate/Visiting Brother Reception at Province Assemblies
- Organize workshops for Collegiate Brothers that are led by Graduate Brothers
 - Examples: career panels, CV workshops, residency preparedness,

Communications Committee

- Collaborate with the Webmaster to maintain an updated and user friendly province website
- Collaborate with the Historian to promote social media engagement
- Collaborate with the Province Planning Committee to create a “How To Guide” for province assemblies
- Create biannual newsletters that highlight Collegiate and Graduate Chapter activities and accomplishments

Legislative and Resolutions Committee

- Call for legislative proposals at least thirty (30) days prior to each assembly
- Review the province’s local ordinances at least annually to determine if amendments are needed
- Review and make a recommendation on all submitted resolutions
- Present submitted amendments and recommendations at each province assembly
- Submit approved Local Province Ordinances to the Grand Counselor for evaluation by the International Legislative Committee

Risk Management Committee

- Assist the Province Planning Committee and Host Chapter in creating Risk Management forms for each Province assembly
- Host Risk Management workshops for Collegiate Chapters
- Enforce Risk Management policies on the Province level

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Scholarships and Awards Committee

- Previous
 - Service Scholarship: How have you made an impact on your community through service/philanthropy involving Kappa Psi?
 - Professionalism Scholarship: What does professionalism mean to you? How has your involvement in Kappa Psi helped you develop as a professional?
- The applicant must be present at the Assembly to receive the scholarship

Fundraising and Philanthropy Committee

- Collaborate with Host Chapters to determine a philanthropy event for each Province assembly
- Contribute to the Reach out and Read at least annually
- Fundraise

Finance and Auditing Committee

- Audit the province's finances *at least* biannually (ie, before each assembly)
 - Submit report to the Satrap no later than 1 week prior to each assembly
 - Present finding of said audit at each assembly
- Audit the assembly host chapters' finances
 - Submit report to the Satrap no later than 1 week prior to each assembly
 - Present findings of said audit at each assembly
 - Follow up after each assembly as needed until all funds are finalized
- When auditing, request all financial statements relating to the Province bank account
 - Expense sheet, bank statements, balance sheets, transaction logs, store receipts, check receipts
- Help Province Treasurer in developing the MEP budget