

PharmSci 360 Track Chair

Ideal Candidate

A Track Chair is both a leader and a manager. They are knowledgeable in the developments, issues, and key opinions in their scientific area. The ideal candidate works in the pharmaceutical sciences with scientific expertise in the track area and has adequate leadership and management skills to select new and novel presentations, recruit speakers, and assist in developing an effective program for the conference.

Qualifications

Applicants who do not meet these qualifications will not be considered.

- Member of AAPS at time of application through completion of the meeting.
- Depth of expertise, preferably influence, in a track-related pharmaceutical discipline.
- Knowledge of trends affecting track area.
- Experience leading and managing committees at AAPS or other associations.
- Awareness of key opinions held by leaders in the field.
- Excellent communication and facilitation skills.
- Willing to encourage others in creating and submitting presentation proposals through their personal networks, social media, and the AAPS Communities.
- Attend PharmSci 360 in person in 2024.
- Must not be a member of any other AAPS Committee.*
- Must be a member of an AAPS Community.

Duties

- Lead their Track Leaders in selecting new and cutting-edge presentations that can inform, engage, and inspire the audience for their assigned track at PharmSci 360.
- Communicate submission criteria and encourage members, non-members, partners, and sister organizations to submit proposals through their personal networks, social media, and the AAPS Communities.
- Identify competing for-profit and non-profit meetings, and ensure Track is counter-programmed to those events.
- Develop programming to fill gaps in submissions by reaching out to subject matter experts and obtaining commitment to present.
- Identify critical programming for the meeting and recruit speakers to present it.
- Recruit moderators through their personal networks, social media, and the AAPS Communities.
- Assist in managing speakers whose proposals have been accepted.
- Attend multiple teleconferences to discuss alignment across tracks.
- Collaborate with staff to inform speakers and resolve questions.
- Attend PharmSci 360 and assist in the execution of the program.

Term of Service

PharmSci 360 has a 12-month execution cycle, which begins in approximately January and concludes with the conference's wrap-up later that year.

Estimated Time Commitment

4-6 hours per month during January -June; 1-2 hours per month during remainder of service.

Appointment Process

Selected by SPC Chair and approved by AAPS Board of Directors.

*Members cannot serve on more than one AAPS Committee at a time. Members will not be considered for roles on other committees until their term is complete. Participation in short-term volunteer activities (e.g., task forces, moderating a session, servicing as a mentor) at any time is acceptable.

[Read the entire Committee Volunteer Policy \(PDF\).](#)