

PharmSci 360 Vice Chair

Ideal Candidate

The Vice Chair is both a leader and a manager who is knowledgeable in the developments, issues, and key opinions in their scientific area. The Vice Chair works in the pharmaceutical sciences, is currently employed at a senior level, such as a director or associate professor, and has demonstrated leadership skills and scientific excellence. The Vice Chair is capable of inspiring the members of the Scientific Programming Committee to collaborate on the meeting's scientific program, while also meeting deadlines, timelines, and goals. They can view PharmSci 360 as a product of AAPS and recognize its role as a cornerstone of AAPS' business operations. They also understand the need to position the meeting against competing non-profit and for-profit meetings and recognize the business implications of the meeting's impact on AAPS' bottom line and sustainability. They must be able to envision, understand, and appreciate the scientific content planned for delivery at the event. The Vice Chair must place AAPS' mission, objectives, and the meeting audience first in all discussions and decision-making and guide other volunteers in an audience-centric mindset.

The Vice Chair serves as the Chair of the PharmSci 360 Abstract Screening Committee in order to ensure scientific alignment with the Scientific Programming Committee. It is the SPC's responsibility to set the scientific track themes for PharmSci 360, which the Abstract Screening Committee then applies to poster selection and organization.

Qualifications

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

- Member of AAPS at time of application through completion of the meeting.
- Employed at a senior level, such as a director or associate professor.
- Depth of expertise, preferably influence, in a broad range of pharmaceutical disciplines. Knowledgeable about trends affecting pharmaceutical scientists in this space. Awareness of key opinions held by leaders in the field.
- Previous volunteer service in a leadership capacity at AAPS. Service may be in the role of Track Chair, Chair of a task force or committee, service on the Board of Directors, etc. Service in a similar organization is acceptable, but not preferred.
- Understands the meeting is a business product of AAPS.
- Excellent communication and facilitation skills.
- Willing to encourage others in creating and submitting scientific 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

- Support the Chair and team in building a scientific program that is:

- Consistent with AAPS strategic vision
- Achieves objectives of PharmSci 360
- Strongly related to the track themes identified by the Scientific Programming Committee
- Ensures high standards for presentation
- Prioritizes attendee experience over other concerns
- Chair the Abstract Screening Committee.
- Assist in selecting plenary speakers.
- Assist the Chair in managing the committee, including:
 - Work with Track Leaders in selecting scientific presentations
 - Recruiting additional speakers and presentations to fill gaps
 - Accept delegated responsibilities and tasks appropriately, ensuring timelines and deadlines are met
- Assist the Chair in preparing for Scientific Programming Committee meetings. Lead the meetings if the Chair cannot attend.
- Present updates to the Board of Directors when asked.
- With assistance from AAPS staff, coach Track Leaders in designing audience-centric sessions, including selecting experienced moderators and addressing potential duplication of content in presentations.
- 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.
- Recruit moderators through their personal networks, social media, and the AAPS Communities.
- Assist in managing speakers whose proposals have been accepted.
- Develop programming to fill gaps in submissions by reaching out to subject matter experts and obtaining commitment to present.
- Attend Chair's 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 as necessary.

Term of Service

Two years, first as Vice Chair, and then as Chair.

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 \(PDF\).](#)