

# Summer Scientific Forum 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 their 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 relevant to Bioanalysis or Pharmaceutical Analysis.
- 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.
- Committed to attending Summer Scientific Forum (SSF) in person in 2024.

## **Duties**

- Guide their Track Vice Chair and Track Leaders in selecting new and cutting-edge presentations that can inform, engage, and inspire the audience for their assigned track at SSF.
- 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 SSF and assist in the execution of the program.

**Term of Service**

The SSF's 9-month execution cycle, which begins in December and concludes with the conference's wrap-up the following year.

**Estimated Time Commitment**

2-3 hours a week on average over the 9-month period, with periods of intense engagement in the spring and summer.

**Appointment Process**

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