

Rapid Fire Committee Vice Chair

Ideal Candidate

A 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 other members of the Rapid Fire Committee to collaborate in the development of the Rapid Fires program, while also meeting deadlines, timelines, and goals. They are able to view Rapid Fire sessions as an essential part of the PharmSci 360 scientific program. They also understand that PharmSci 360: Is a product of AAPS; is the cornerstone of AAPS' business operations; must be positioned against competing non-profit and for-profit meetings; and impacts AAPS' bottom line and sustainability. They must be able to support the track- and theme-based structure envisioned by the PharmSci 360 Scientific Programming Committee (SPC) and be able to relate the Rapid Fire scientific content to that structure. 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.

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 in a track-related pharmaceutical discipline.
- Knowledge of trends affecting track area.
- Awareness of key opinions held by leaders in the field.
- Excellent communication and facilitation skills.
- Willing to encourage others in creating and submitting Rapid Fire presentation proposals through their personal networks, social media, and the AAPS Communities.
- Attend PharmSci 360 in person in 2026.

Prior experience developing programming for AAPS is desirable but not required.

Duties

- Support the Chair and team in building the Rapid Fire scientific program that is:
 - Consistent with AAPS strategic vision
 - Achieves objectives of PharmSci 360
 - Strongly related to the tracks and themes identified by the Scientific Programming Committee
 - Ensures high standards for presentation
 - Prioritizes attendee experience over other concerns
- Assist the Chair in managing the committee, including:
 - Work with Track Leaders in selecting Rapid Fire 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 Rapid Fire committee meetings (in-person and teleconferences). 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.
- As needed, collaborate with the Scientific Programming Committee Track Chair to identify and curate programming.
- 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 Rapid Fire 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 Rapid Fire program.

Term of Service

May-November

Estimated Time Commitment

3 or more hours per month during June, July, and August: 1-3 hours per month during remainder of service.

Appointment Process

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