

TRACK CHAIRS (NBC SPC MEMBERS)

Each of the 3 Track Chairs works in the pharmaceutical sciences with scientific expertise in the track area, and has adequate leadership and management skills to lead their track committee. The Track Chair is both a leader and a manager, who is knowledgeable in developments and issues, as well as the position of key opinion leaders; in their area of science. They must be able to lead a team of contributors to work together, while also adhering to deadlines, timelines, and goals.

QUALIFICATIONS	<ul style="list-style-type: none"> • Depth of expertise, preferably influence, in a track-related pharmaceutical discipline relevant to biologics and biotechnology. • Knowledge of trends affecting track area. • Awareness of key opinion leaders. • Commitment to take the perspective of AAPS as a whole, rather than representing a particular group within AAPS. • Experience leading and managing committees at AAPS or other associations. • Understanding that the scientific program at NBC is track-based and focused on the needs of mid-career scientists. • Commitment to the NBC programming structure, including the 3-track format. • Understanding the role of volunteers vs. staff. • Able to facilitate and encourage others in creating and submitting session proposals. • Excellent communication, delegation, negotiation, and facilitation skills. • Membership in AAPS must be maintained from the time of application through completion of the conference. • Availability to AAPS staff by phone or email throughout term of service.
DUTIES	<ul style="list-style-type: none"> • Guide the 2 Sub-Track Leaders, and with their help identify and curate programming for a specific track. • Communicate submission criteria and encourage members, non-members, partners, and sister organizations to contribute programming, including symposia and rapid fires. • Identify critical programming for the meeting and recruit speakers to present it. • Identify competing for-profit and non-profit meetings, and ensure Track is counter-programmed to those events. • With support of AAPS staff, select experienced moderators, coach submitters, ensure organizers are following organizer guidelines, ensure organizers adhere to AAPS speaker policies, guide organizers and moderators in designing audience-centric presentations including interactive activities, and avoid duplication of content presentations between sessions and speakers. • Attend assigned track programming virtually at NBC to observe sessions and support organizers. • Participate in planning meetings, monthly SPC conference calls, and NBC.
APPLICATION PROCESS	Complete online application and submit CV as directed.
APPOINTMENT	Recommended by NBC Chair with staff endorsement, and appointed by AAPS President
TERM OF SERVICE	NBC 10-month execution cycle, which begins in approximately August and concludes with the conference's wrap-up the following year
ESTIMATED TIME COMMITMENT	1 hour per a week on average over the 10-month period, with 3-4 hours per week in 4-5 intense execution periods

SUB-TRACK LEADERS (TRACK COMMITTEE MEMBER)

Each of the 6 Sub-Track Leaders works in the pharmaceutical sciences with scientific expertise in the track area, and has adequate leadership and management skills to lead a diverse team of contributing scientists to develop an effective program for the conference. The Sub-Track Leader is both a leader and a manager, who is knowledgeable in the developments, issues, and key opinions in their scientific area.

QUALIFICATIONS	<ul style="list-style-type: none">• Depth of expertise in a track-related pharmaceutical discipline.• Knowledge of trends affecting track area.• Commitment to the NBC programming structure, including the 3-track format.• Awareness of key opinions held by leaders in the field.• Understanding the role of volunteers vs. staff.• Able to facilitate and encourage others in creating and submitting session proposals.• Excellent communication and facilitation skills.• Membership in AAPS must be maintained from the time of application through completion of the meeting.
DUTIES	<ul style="list-style-type: none">• Collaborate with the Track Chair to identify and curate programming for the assigned track at NBC.• Communicate submission criteria and encourage members, non-members, partners, and sister organizations to contribute programming, including symposia and rapid fires.• Recruit moderators and speakers.• Develop vital programming to fill in gaps in submissions.• Run conference calls of the Track Committee.• Attend Track Chair's teleconferences to discuss alignment across track.
APPLICATION PROCESS	Complete online application and submit CV as directed.
APPOINTMENT	Recommended by SPC with staff endorsement and appointed by AAPS President.
TERM OF SERVICE	NBC 10-month execution cycle, which begins in approximately August and concludes with the conference's wrap-up the following year
ESTIMATED TIME COMMITMENT	3-4 hours per month on average over the 10-month period