INTERPHEX 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, scientific excellence, and business acumen. The Vice Chair is capable of inspiring the members of the Scientific Programming Advisory Committee to collaborate on the meeting’s scientific program, while also meeting deadlines, timelines, and goals. They recognize the collaboration with INTERPHEX is a business arrangement with AAPS that benefits both AAPS members and other pharmaceutical scientists, and a high-profile engagement that affects AAPS’ credibility and public recognition. They support AAPS’ collaboration with RX by ensuring deadlines are met and deliverables are high in quality. 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.

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 pharmaceutical discipline relevant and specific to CMC and Manufacturing.
- 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.
- Experienced in leading collaborative teams, with demonstrated skill in communication, delegation, negotiation, and facilitation.
- Comfort with facilitating team discussions; making difficult decisions; and holding volunteers accountable.
- Comfortable with web-based tools including AAPS Communities, AAPS meeting management software, etc.
- Available to AAPS staff by phone and email throughout term of service.
- Committed intention to succeed and serve as Chair after the Vice Chair’s one-year term.
- Willing to encourage others in creating and submitting scientific proposals through their personal networks, social media, and the AAPS Communities.
- Attend INTERPHEX April 1-3, 2025 in New York.

Duties
• Support Chair in leading the review of programming proposals submitted to INTERPHEX and recommending a slate of programs. Considerations include:
  o Ensuring a high standard of science
  o Prioritizing attendee experience over other concerns
• Support the Chair in managing the committee, including:
  o Assisting in selecting committee members and track and track leaders as needed
  o Preparing for and leading virtual committee meetings as needed
  o Delegating responsibilities and tasks appropriately, ensuring timelines and deadlines are met
• Assist the Chair in preparing for Scientific Programming Advisory 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.
• Participate in the AAPS Scientific Advisory Committee (SAC) during term of service.
• Attend INTERPHEX 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 August, October, November, and January of the next year; 1-2 hours per month during remainder of service.

Appointment Process
Selected by SPAC Chair and approved by AAPS Board of Directors.