### Rapid Fire VICE CHAIR

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 both a leader and a manager capable of inspiring the other leaders and 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

<table>
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<tr>
<th>Qualifications</th>
<th>Description</th>
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<td>AAPS member whose position is at a senior level. Prior experience in developing programming (workshops, short courses, symposia, Rapid Fires or poster selection) is a bonus but not required.</td>
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### 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 representatives 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 representatives in designing audience-centric sessions, including selecting experienced moderators and addressing potential duplication of content in presentations.
- Attend PharmSci 360 and assist in executing the Rapid Fires program.
- Contribute to the nominations/discussions on selecting the next year’s Vice Chair.

### AUTHORITY

Attend the Rapid Fire Committee meetings, including contributing to discussions so the Chair can make final decisions when committee members cannot reach agreement.

### APPLICATION PROCESS

Apply for the position during the call for volunteers and provide evidence of background meeting the requirements of the position.

### APPOINTMENT

Selected by the Rapid Fires Chair, with the support of the SPC Chair and Vice Chair; approved by the Board of Directors.

### SUCCESSION

- May be called on to mentor and consult the following year.
- Succeeded by the selected candidate.

### TERM OF SERVICE

May through January.

### ESTIMATED TIME COMMITMENT

3 or more hours per week during the months of June, July, and August; 1-3 hours per month during rest of term