

AAPS Newsmagazine Editorial Content Committee (ECC)

Statement of Purpose

The input of the *AAPS Newsmagazine* Editorial Content Committee (ECC) is integral to the *AAPS Newsmagazine's* validity and reputation. *AAPS Newsmagazine* is a critical component of AAPS' business operations. The ECC strives to meet deadlines and to ensure a steady flow of high-quality content for the magazine.

The ECC assists in sourcing and assessing relevant scientific, technical, industry, and pharmaceutical business content for the *AAPS Newsmagazine*. This includes recommending topics, concepts, or themes; recruiting authors; reviewing articles when requested based on a rubric; and recruiting expert reviewers as needed. The ECC also provides input on special features and other magazine content as requested by the AAPS Content Manager.

Scope of Work

ECC member responsibilities:

1. Attend hour-long teleconferences each month.
2. Recommend and discuss topics that the magazine could cover and strategize recruiting authors for those articles.
3. Solicit authors through their personal networks (at work, at conferences, in the AAPS Communities, through social media, through membership in other organizations, etc.) based on a staff-determined content calendar.
4. Assist in managing authors to ensure deadlines are met.
5. Reviewing articles when requested based on a rubric.
6. Recruit experts to review submitted features as needed.

ECC members are also encouraged to contribute articles themselves, as well as to support other editorial responsibilities as needed, e.g., conducting an interview, proofing social media content, etc.

Metrics and Milestones

The *AAPS Newsmagazine* publishes high-profile cover articles on a schedule, most of which are scientific in nature, as well as other content. With the continuing evolution of AAPS' digital communication presence, publication and content update cadence may change over time.

The Board evaluates the ECC's success each year based on:

1. The number of articles contributed to the magazine byway of the ECC
2. The number of views/downloads each contribution generates
3. Open rate on monthly emails

The AAPS Content Manager provides a report on the state of the ECC to the Board of Directors at least annually.

Composition and Terms of Service

The Board appoints 8-15 members to the ECC each year, ensuring the committee represents a diversity of backgrounds and experience levels, including business and pharmaceutical management and operations experience, if possible.

ECC members are appointed to one-year terms, with the option of annual renewal up to three consecutive years.

The ECC chair has a two-year term, including a year as vice chair and a year as chair, which may extend their service on the ECC.

Qualifications

ECC members are appointed by the Board after an open call for volunteers from the AAPS membership. Required qualifications include:

- Membership in AAPS at the time of application and throughout service
- Membership in at least one AAPS Community
- Proven proficiency in a scientific or technical area, as demonstrated job scope and prior publication activity.
- Ability to review a broad range of article topics from 500-1,000 words within 3-5 days, as often as twice per month.
- Ability to attend virtual meetings for discussion.
- Ability to use web-based software, including Microsoft Teams and the AAPS Communities platform

The ECC will operate in accordance with AAPS Bylaws.

Out of Scope

The ECC is an advisory committee supporting the *AAPS Newsmagazine*. The ECC does not have the authority to make any final decisions about the magazine. The following items are out of scope for the ECC:

- Editing magazine content
- Design of the magazine
- Marketing of the magazine
- Publishing schedule of the magazine
- Reviewing the magazine's financials