# \\file01\Data\Knowledge Management-r\Higher Logic\Design Files\7972-002_Communities_2nd.pngCommunity Expectations

The most important task of each AAPS Community is to engage AAPS members. This is achieved through the online community platform and year-round learning opportunities developed by the community leadership team.

The AAPS communities staff tracks factors that help determine which communities need additional support. The community chair is asked to use her/his best efforts to assist staff by providing activity updates when requested.

The community chairs and AAPS Board will have access to the activity reports. AAPS staff will communicate recommendations directly to community chairs outlining area(s), if any, that need additional support, the actions for recovery, and the expected response timeframe.

Communities are not expected to complete 100% of the activities. For example, if a Community creates a learning opportunity that is very time consuming, such as writing a book or organizing a workshop, then the AAPS Board will understand if that is the only learning opportunity offered that year.

Community leaders may ask AAPS staff for help if they are struggling with engagement.

**\*** Travel required

**\*\*** Tasks that are recommended, but not measurable

1. Read the Communities Guide documents
2. Have at least 1 volunteer in each leadership position: chair, vice chair, past chair, secretary, learning opportunities manager, and member engagement manager (past chair may be vacant for new communities)
3. Lead active discussions in the AAPS Communities platform to engage the community’s members: at least 3 discussion posts with engaging questions per month
4. Send at least 1 leadership team member to the AAPS Leadership Retreat**\***
5. Hold a membership meeting at PharmSci 360**\***
6. Promote AAPS membership and your community**\*\***
7. Set yearly goals for the community based on the following five themes:
   1. Quarterly Learning Opportunities Goal  
      Define at least 2 topics on which a discussion, debate, webinar, consensus, survey, harmonization, etc., can be conducted quarterly, at a minimum.
   2. Publishing Goal  
      Write at least one manuscript/white paper using topics from the prior goal to generate a publication. Value-adding manuscripts speak for themselves and members want to be associated with such a community! We prefer that the AAPS Communities utilize AAPS’ journals or the *AAPS Newsmagazine* for publishing because it builds AAPS as a resource, which also strengthens the communities.
   3. Inter-Community Collaboration Goal   
      Start a topical discussion with at least one other community or develop a joint proposal for a workshop or webinar. Cross-discipline science leads to innovation.
   4. Broad Progress Update Goal  
      Update members on the goals at least twice a year through community discussion posts. If the goals are set right, members will review these community progress updates.

**10 duties, 9 are measurable, 7 are achievable without travel**

* Completion of 6 or more duties = operating well
* Completion of 4–5 duties = needs additional support
* Completion of 3 or less duties = warrants attention

The AAPS Board may elect to retire a community that is inactive and/or unresponsive.