

# NBC Track Chair

## **Ideal Candidate**

A Track Chair is both a leader and a manager. They are knowledgeable in the developments, issues, and key opinions in their scientific area. The ideal candidate works in the pharmaceutical sciences with scientific expertise in the track area and has adequate leadership and management skills to select new and novel presentations, recruit speakers, and assist in developing an effective program for the conference.

## **Qualifications**

Applicants who do not meet these qualifications will not be considered.

- Member of AAPS at time of application through completion of the meeting.
- Depth of expertise, preferably influence, in a track-related pharmaceutical discipline relevant to biologics and biotechnology.
- Knowledge of trends affecting track area.
- Experience leading and managing committees at AAPS or other associations.
- Awareness of key opinions held by leaders in the field.
- Excellent communication and facilitation skills.
- Willing to encourage others in creating and submitting presentation proposals through their personal networks, social media, and the AAPS Communities.
- Attend NBC in person in 2027.

## **Duties**

- Lead their Track Leaders in selecting new and cutting-edge presentations that can inform, engage, and inspire the audience for their assigned track at NBC.
- 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.
- Identify competing for-profit and non-profit meetings, and ensure Track is counter-programmed to those events.
- Develop programming to fill gaps in submissions by reaching out to subject matter experts and obtaining commitment to present.
- Identify critical programming for the meeting and recruit speakers to present it.
- Recruit moderators through their personal networks, social media, and the AAPS Communities.
- Assist in managing speakers whose proposals have been accepted.
- Attend multiple teleconferences to discuss alignment across tracks.
- Collaborate with staff to inform speakers and resolve questions.
- Attend NBC and assist in the execution of the program.

## **Term of Service**

The NBC's 12-month execution cycle, which begins in approximately June and concludes with the conference's wrap-up the following year.

**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 SPC Chair and approved by AAPS Board of Directors.