AAPS Community Chairs Guide

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AAPS Community Chairs Role Description

AAPS Community chair is one of the most critical positions in AAPS because of its role in driving professional interactions, networking, and educational growth in individual AAPS Communities.

Chairs are selected as vice chairs and expected to serve for three years: first as vice chair, then chair, then immediate past chair.

Vice Chair > Chair > Immediate Past Chair

AAPS Communities unite members with a common interest in a specific topic in a globally available, virtual environment. Under the chair's leadership, an AAPS Community provides to members:
- Access to customized educational opportunities
- Networking with peers in specialized areas
- Engagement in open, ongoing conversations about trends, challenges, and opportunities

Through the communities they lead, chairs:
- Engage members in year-round learning opportunities through writing, programming, and scientific exchange activities
- Spot and recruit up-and-coming leaders
- Communicate AAPS opportunities to members
- Grow membership in their communities

> **The most important task of each community chair is to engage the hundreds to thousands of members in the community they lead through year-round writing activities, programming activities, and online engagement activities in the AAPS Communities platform.**

Requirements to Apply for Community Vice Chair
Each year, the AAPS Board of Directors seats the vice chairs of all of AAPS' Communities.

Applicants for this role must:
- Be a member of AAPS at the time of application and throughout service
- Have approximately 5 hours per month for duties, including:
  o Leading the monthly leadership meeting of their community
  o Attending the monthly AAPS Community Forum videoconferences
  o Managing the community's leadership team in achieving goals
  o Hands-on management of the community's leadership team in developing year-round writing, programming, and online engagement activities
- Have experience posting in the AAPS Communities and/or social media
- Have read the Communities Guide

AAPS prefers applicants that:
- Have experience chairing a committee
- Have past volunteer experience in AAPS programming, such as developing symposia or webinars, submitting articles to the *AAPS Newsmagazine* or an AAPS journal, leading an Ask the Experts session, etc.
- Have a mature network in the scientific community
- Have 5+ years in their scientific profession post education
- Topical knowledge related to the community's scope

How Community Leaders are Recruited and Selected

Each spring, AAPS issues a call for volunteers, inviting all members to apply to serve as their community's vice chair. AAPS Board members, Board Communities Sub-Committee members, current community chairs, and staff will also encourage volunteers with demonstrated skillsets to apply.

All applicants will be evaluated by the Board Communities Sub-Committee and appointed by the AAPS Board of Directors with input from staff through an initial screening of applications and a virtual interview.

Appointed chairs will serve as the community vice chair in the first year, chair in the second year, and immediate past chair in the final year. Community officers move to a new term of office each year on October 1.

Types of AAPS Communities

AAPS has two community formats:
1. **Science Communities** that engage and help members in a specific area of science
2. **Dialogue Network Affinity (DNA) Communities** that engage pharmaceutical scientists to share advice and obtain support for their careers and interests; this includes the Fellows Community, the Global Health Community, and the Women in Pharmaceutical Science Community

The Science Communities and DNA Communities have differing goal templates and leadership structures, so members who are interested in chairing a community should also read the following documents and become familiar with these details:

- Science Community Goals Template
- Science Community Leadership Structure
- DNA Community Goals Template
- DNA Community Leadership Structure

Community Chair Duties

Chairs are expected to engage in the following activities, which are verified through staff reporting and reports from the Community chair:

1. **Must be an AAPS member at the time of application** and retain your membership throughout your three-year term as a community officer (vice chair, chair, and past chair)
2. **Must ensure that all volunteers on the community leadership team are AAPS members** throughout their service
    o Chairs contact leaders whose memberships have lapsed at staff's prompting
    o Chairs replace leaders who fail to renew their membership
3. **Must attend monthly AAPS Community Forum** videoconferences **(chair and vice chair)**
4. **Must attend leadership training events and/or watch assigned training videos (chair and vice chair)**
5. **Must lead monthly Community leadership meetings**
6. **Must develop goals for the community by November 30** (developed by vice chair for the year as chair)
7. **Must execute community goals** in all activity categories throughout the year

Science Community Goals	Dialogue Network Affinity (DNA) Community Goals
7.1 Activity 1: Writing Goals Each Community must have a minimum of 3	**7.1 Activity 1: Online Engagement Goals** Each Community must offer topical exchange and online engagement in the AAPS

writing activities each year in any of the activity categories **7.2 Activity 2: Programming Goals** Each Community must offer programs at least quarterly each year in any of the activity categories; however, Community leaders must engage members with programs outside of AAPS in-person meetings, requiring activities other than submitting session proposals **7.3 Activity 3: Scientific Exchange Goals** Each Community must offer scientific exchange to engage its community members at least 3 times per month online in any of the activity categories	Community platform at least 3 times per month and these activities may be in any of the activity categories **7.2 Activity 2: Educational Goals** Each Community must offer programs at least 3 times each year in any of the activity categories; however, Community leaders must engage members with programs outside of PharmSci 360, requiring activities other than submitting session proposals **Note:** The Fellows Community leadership team will not have educational goals because this community's sole purpose is to provide year-round engagement of the Fellows in the AAPS Communities platform

8. **Must submit quarterly reports to the Board Communities Sub-Committee** on progress against goals using a form provided by staff
9. **Must promote and build membership in the community and AAPS**
    o Submit nominations to the AAPS Awards and Fellows programs
    o Encourage members to actively participate in AAPS through volunteer opportunities and other calls to action (e.g., submit poster abstracts)
    o Meet with your members at PharmSci 360 and/or the National Biotechnology Conference
10. **Must operate in accordance with AAPS' bylaws and policies**, including the Member Code of Ethics and policies governing conflict of interest and confidentiality.

Evaluation

The Board Communities Sub-Committee evaluates the performance of each Community chair based on the responsibilities outlined in this document.

The review process includes:
   – Ongoing check-ins with appointed AAPS Board Communities Sub-Committee mentor and staff
   – Quarterly reports by the Community chair to the Board Communities Sub-Committee
      o First-term evaluation (December)
      o Second-term evaluation (March)
      o Third-term evaluation (June)
      o Year-end activity report (September)

The Scientific Advisory Committee will also evaluate the scientific areas of focus in the **Science Communities**, and it will communicate recommendations directly to community chairs, if any.

The community chair will provide additional activity updates as requested.

Science Community Evaluation	**Dialogue Network Affinity (DNA) Community Evaluation**
There are 13 duties identified in the "Community Chair Job Description and Duties" section of this document. Chairs should attempt to accomplish at	There are 12 duties identified in the "Community Chair Job Description and Duties" section of this document. Chairs should attempt to accomplish at

least 11 of these duties. The reports delivered to the Board identify:
 	
    − Completion of 11 or more duties = operating well
    − Completion of 8-10 duties = needs additional support
    − Completion of 7 or less duties = warrants attention
	least 10 of these duties. The reports delivered to the Board identify:
	
	    − Completion of 10 or more duties = operating well
	    − Completion of 7-9 duties = needs additional support
	    − Completion of 6 or less duties = warrants attention

The AAPS Board Communities Sub-Committee mentor and staff will communicate recommendations directly to community chairs outlining area(s), if any, that need additional support, suggested 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 resource-intensive learning opportunity, such as writing a book or organizing a workshop, it will not be considered to have fallen behind because it failed to develop other opportunities.

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

Support

Board Communities Sub-Committee Mentor
A Board Communities Sub-Committee member is designated to mentor each community. Chairs keep their mentors informed about all leadership team activities and are encouraged to consult their mentors for advice on managing the community and identifying resources. Board Communities Sub-Committee mentors also help represent the community's concerns and achievements to the Board.

AAPS Communities Staff
The AAPS Communities Staff is a knowledge resource that informs, guides, and assists chairs. Contact Dawn Klinefelter, Director, Membership & Communities, membership@aaps.org.

Additional Resources
Additional resources are available to help community chairs with these tasks:

- Community Leadership Connection Community
- Community Leadership Connection Community Guide Documents
- AAPS Policies and Governance Webpage
- Community Tutorial
- Community Platform Video Tutorials