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

Community leaders encourage professional interactions, networking, and educational growth within the AAPS community. The most important task of each community is to engage AAPS’ members through year-round learning opportunities developed by the community leadership and through the online community platform.

All community leaders are encouraged to:

* Promote and build membership in the community and AAPS.
* Identify topics or issues of relevance to community members.

Community leadership positions include:

* **Chair**: Identified leader of the community who drives member engagement and advancement through learning opportunities and in the online platform
* **Vice Chair**: Assists the chair in carrying out the community’s functions and liaises with the members
* **Past Chair**: Acts as advisor to the community volunteer leadership
* **Secretary**: Corresponds with community volunteers and maintains its records
* **Learning Opportunities Manager(s)**: Develops learning opportunities
* **Member Engagement Manager(s)**: Engages members in the online community platform

Additional resources are available to help community leaders with these tasks:

* [Community Leadership Connection Community](https://community.aaps.org/communities/community-home?CommunityKey=4f25db72-1830-4c82-91b3-78b8a49beec0)
* [Community Leadership Connection Community Guide Documents](https://community.aaps.org/browse/announcements?AnnouncementKey=529c8276-876e-4bd2-8863-3dea10a81f90)
* [AAPS Policies and Governance Webpage](https://www.aaps.org/about-aaps/policies)
* [Community Tutorial](https://community.aaps.org/community-tutorial)
* [Community Platform Video Tutorials](https://community.aaps.org/videotutorial)

Review this checklist every month to plan for activities.

**Red** = Deadline

**Green** = Signature Event

**Orange** = Community Post

|  |  |  |  |
| --- | --- | --- | --- |
| **November** |  |  |  |
|  | [ ]  | Community Officers Move to New Term of Office |  |
|  | [ ]  | Read the Communities Guide Documents | [Community Leadership Connection Community](https://community.aaps.org/browse/announcements?AnnouncementKey=1a1d7f4a-e785-415e-b4ad-b8852804857b) |
|  |  | Schedule monthly videoconference with the Community Leadership Team to accomplish activities outlined in this document |  |
|  | [ ]  | **Post** in Community Introducing the New Leadership Team | [community.aaps.org](https://community.aaps.org)  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **Post** in Your Community to Update Your Community Members about Goals Progress (at least twice per year) | [community.aaps.org](https://community.aaps.org) |
|  | [ ]  | Send Final Goals to AAPS Staff Communities Team to Add to Top of Community Page | AxlerS@aaps.orgNadeauM@aaps.org  |
|  | [ ]  | **Deadline** to Submit NBC Symposia, Hot Topics, Rapid Fire, and Career Development Session Proposals | [www.aaps.org/nbc](http://www.aaps.org/nbc)  |
|  | [ ]  | **Post** in Your Community Encouraging Members to Submit NBC Poster Abstracts | [www.aaps.org/nbcposters](http://www.aaps.org/nbcposters)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **December** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | Work on AAPS Board of Directors Nominations | [www.aaps.org/election](http://www.aaps.org/election)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **January** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **Deadline** to Submit AAPS Board of Directors Nominations | [www.aaps.org/election](http://www.aaps.org/election) |
|  | [ ]  | Develop Fellow Nominations | [www.aaps.org/fellows](http://www.aaps.org/fellows)  |
|  | [ ]  | Deadline to Submit NBC Poster Abstracts | [www.aaps.org/nbcposters](http://www.aaps.org/nbcposters)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **February** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | AAPS Leadership Retreat – Chair & Vice Chair Invited; Community Must Send at Least 1 Representative |  |
|  | [ ]  | Develop Fellow Nominations | [www.aaps.org/fellows](http://www.aaps.org/fellows)  |
|  | [ ]  | Develop PharmSci 360 Symposia, Hot Topics, and Career Development Session Proposals | [www.aaps.org/ps360submit](http://www.aaps.org/ps360submit)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **March** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | Develop PharmSci 360 Symposia, Hot Topics, and Career Development Session Proposals | [www.aaps.org/ps360submit](http://www.aaps.org/ps360submit)  |
|  | [ ]  | Share Leadership Retreat Recap with Your Leadership Team |  |
|  | [ ]  | Develop Fellow Nominations | [www.aaps.org/fellows](http://www.aaps.org/fellows)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **April** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **Deadline** to Submit PharmSci 360 Symposia, Hot Topics, and Career Development Session Proposals | [www.aaps.org/ps360submit](http://www.aaps.org/ps360submit)  |
|  | [ ]  | **National Biotechnology Conference**April 23–26, 2023 | Philadelphia, PA | [www.aaps.org/nbc](http://www.aaps.org/nbc)  |
|  | [ ]  | **Post** in Community about What You Learned at NBC | [community.aaps.org](https://community.aaps.org) |
|  | [ ]  | **Post** in Your Community Encouraging Members to Submit PharmSci 360 Poster Abstracts | [www.aaps.org/posters](http://www.aaps.org/posters)  |
|  | [ ]  | Develop Award Nominations | [www.aaps.org/awards](http://www.aaps.org/awards)  |
|  | [ ]  | Develop Fellow Nominations | [www.aaps.org/fellows](http://www.aaps.org/fellows)  |
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|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **May** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **Deadline** to Submit Award Nominations | [www.aaps.org/awards](http://www.aaps.org/awards) |
|  | [ ]  | **Deadline** to Submit Fellow Nominations | [www.aaps.org/fellows](http://www.aaps.org/fellows)  |
|  | [ ]  | **Deadline** to Submit PharmSci 360 Poster Abstracts | [www.aaps.org/posters](http://www.aaps.org/posters) |
|  | [ ]  | Develop PharmSci 360 Rapid Fire Proposals | [www.aaps.org/ps360submit](https://www.aaps.org/ps360submit) |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **June** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | Vote in the AAPS Election |  |
|  | [ ]  | **Deadline** to Submit PharmSci 360 Rapid Fire Proposals | [www.aaps.org/ps360submit](http://www.aaps.org/ps360submit)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **July** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **Deadline** to Book Your Community Membership Meeting at PharmSci 360 |  |
|  | [ ]  | **Summer Scientific Forum**July 10–13, 2023 | Minneapolis, MN | [www.aaps.org/ssf](https://www.aaps.org/ssf)  |
|  | [ ]  | **Deadline** to Vote in the AAPS Election |  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **August** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | Develop NBC Symposia, Hot Topics, Rapid Fire, and Career Development Session Proposals | [www.aaps.org/](http://www.aaps.org/ps360submit)nbc  |
|  | [ ]  | **Deadline** to Submit Names for the following Leadership Team Members for Next Year: Secretary, Learning Opportunities Managers, Member Engagement Managers |  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **September** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | Develop NBC Symposia, Hot Topics, Rapid Fire, and Career Development Session Proposals | [www.aaps.org/](http://www.aaps.org/ps360submit)nbc  |
|  | [ ]  | Review Goals from Current Year and Develop Goals for Next YearGoals Covering:* Quarterly Learning Opportunities GoalDefine at least 2 topics on which a discussion, debate, webinar, consensus, survey, harmonization, etc., can be conducted quarterly, at a minimum.
* Publishing GoalWrite at least one manuscript/white paper using topics from the prior goal to generate a publication (AAPS journals or *Newsmagazine*)
* Inter-Community Collaboration GoalStart a topical discussion with at least one other community or develop a joint proposal for a workshop or webinar.
* Broad Progress Update GoalUpdate members on the goals at least twice a year through community discussion posts.
 |  |
|  | [ ]  | Develop PharmSci 360 Community Membership Meeting Presentation |  |
|  | [ ]  | **Post** in Your Community to Advertise Your Community Membership Meeting | [community.aaps.org](https://community.aaps.org) |
|  | [ ]  | **Post** in Your Community to Update Your Community Members about Goals Progress (at least twice per year) | [community.aaps.org](https://community.aaps.org) |
|  | [ ]  | Develop NBC Symposia, Hot Topics, Rapid Fire, and Career Development Session Proposals | [www.aaps.org/nbc](http://www.aaps.org/nbc)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |
| **October** |  |  |  |
|  | [ ]  | Chair & Vice Chairs Attend Monthly Community Forum Call |  |
|  | [ ]  | **PharmSci 360**October 22–22, 2023 |Orlando, FL  | [www.aaps.org/pharmsci360](http://www.aaps.org/pharmsci360)  |
|  | [ ]  | Hold Community Membership Meeting at PharmSci 360 |  |
|  | [ ]  | **Post** in Community about What You Learned at PharmSci 360 | [community.aaps.org](https://community.aaps.org) |
|  | [ ]  | Develop NBC Symposia, Hot Topics, Rapid Fire, and Career Development Session Proposals | [www.aaps.org/nbc](http://www.aaps.org/nbc)  |
|  | [ ]  | Create/Hold Learning Opportunities for Members at Least Quarterly  | [www.aaps.org/workshops](http://www.aaps.org/workshops) [www.aaps.org/webinars](http://www.aaps.org/webinars) [www.aaps.org/books](http://www.aaps.org/books) [www.aaps.org/journals](http://www.aaps.org/journals) [bit.ly/Write4AAPS](https://www.aapsnewsmagazine.org/articles/2018/apr18/write-aapsnewsmagazine-apr18)  (Newsmagazine) |
|  | [ ]  | **Post** at Least 3 Questions to Engage Your Community Members Each Month  | [community.aaps.org](https://community.aaps.org)  |

# Contacts

The AAPS Staff Communities Team is a knowledge resource for the community leadership teams. We are here to inform, guide, and assist you with all your community needs. Please contact us at any time with your questions:

[Stacey Axler](https://community.aaps.org/network/members/profile?UserKey=a523a049-ff3c-4503-81a5-496149e80bcb), Community Manager, (703) 248-4772, AxlerS@aaps.org

[Dawn Klinefelter](https://community.aaps.org/network/members/profile?UserKey=4a8a234e-3a68-4e73-b669-b9ab5b80e9ff), Manager, Membership & Communities, (703) 248-4783, KlinefelterD@aaps.org

[Maria Nadeau](https://community.aaps.org/network/members/profile?UserKey=7593e551-9798-4dbe-b106-9b9293545591), Director, Membership & Communities, (703) 248-4709, NadeauM@aaps.org

For other AAPS staff inquiries, please visit the staff Contact Us webpage at [www.aaps.org/contactus](http://www.aaps.org/contactus).