

American Association of Pharmaceutical Scientists (AAPS)
Committee Volunteer Policy
Approved by the AAPS Board of Directors on July 19, 2023

Purpose

The purpose of the Committee Volunteer Policy is to ensure that AAPS committees are diverse in make-up and that qualified members from across the organization are given opportunities to participate in AAPS' governance.

Application

The following requirements apply only to AAPS Committees, including any standing committee, operational committee, or advisory committee that is seated by the AAPS Board of Directors. AAPS Communities, task forces, and the AAPS Board of Directors are not subject to this policy.

If conflict between committee charges and this policy arises, the charges as approved by the Board of Directors apply.

Membership Requirement

All committee volunteers must be members in good standing at the time of application and throughout their term of service. An individual with a lapsed membership will be removed from a committee after being reminded and given ample time to join or renew their membership.

The President may appoint a non-member subject matter expert to a non-voting position on a committee or task force for a limited time to address a specific expertise need.

Volunteer Recruitment

AAPS will publicize any available volunteer role to the whole membership and allow ample opportunity for members to apply.

Exceptions are made for roles that require a member to meet a specific and narrow qualification, such as Fellow status or member of a specific AAPS Community. In such circumstances, AAPS will promote the opportunity to all qualified members.

Volunteer Term of Service

Committee volunteers may serve no more than two consecutive terms on any AAPS Committee.

Volunteers can apply to re-join a committee after a one-year absence from that committee and may serve two additional terms if re-appointed.

This limitation is waived for volunteers whose selection for Vice Chair or Chair of a committee will extend their engagement.

The Chair of the committee must approve the continued participation of members entering their second term on a committee. The Chair may decline to extend an additional term to a member with a written explanation and the approval of the President.

Under unusual circumstances, such as the development of a new program, the President may waive the two-term limit for a specified period of time in order to ensure continuity of leadership at a critical time in development.

Service on Multiple Committees

AAPS members are prohibited from serving on more than one AAPS Committee at a time to ensure that many voices from the membership are represented in AAPS' governance and in the selection of science and programming.

Members will not be considered for roles on other committees until their term is complete.

Members may participate in short-term volunteer activities (e.g., task forces, moderating a session, serving as a mentor) at any time, regardless of their service on an AAPS Committee.

Removal from a Committee

A committee chair or staff member may ask the president to remove of a committee member from a committee if the individual's behavior is affecting the operation of the committee. Examples of behavior that affects committee operations:

- Failure to participate in the committee
- Disruptive behavior
- Failure to uphold AAPS' Member Code of Conduct, or Conflict of Interest, or other policies

Reasons for removal must be documented in writing.

Generally, prior to removal a warning conversation – chair, staff, board liaison – to discuss options for improving the members' behavior will be held with them.

The AAPS President reserves the right to immediately remove a committee member whose behavior is considered assaultive or having a significant negative impact on AAPS' credibility or operations. The President will brief the BOD in writing on the reasons for the immediate removal.