

## *AAPS Committees*

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### **AAPS Blog Committee (ABC)**

**Committee Charge:** The charge of the AAPS Blog Committee (ABC) is to help solicit and secure topical and timely content for the AAPS blog.

**Structure:** The ABC will include seven (7) to nine (9) representatives from AAPS sections, committees, focus groups, discussion groups and/or student members and one member-at-large. The ABC representatives should have broad knowledge of and interest in current issues affecting pharmaceutical scientists and extensive experience using social media platforms. Prior blog experience preferred.

### **Annual Meeting Program Committee (AMPC)**

**Committee Charge:** The charge of the Annual Meeting Planning Committee (AMPC) is to select the theme of the plenary session, as well as the content, programming format, and the time schedule for programming activities of the Annual Meeting and Exposition. The committee also selects the keynote and plenary session speakers.

**Committee Membership:** The committee is comprised of a chair and co-chair, both of whom are selected by the AAPS President. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (the section chair-elect), an Executive Council Liaison and a Staff Liaison(s).

**Meeting Schedule:** The AMPC meets face-to-face at the Annual Meeting Summer Jamboree, the annual meeting, and one time just prior to the annual meeting. The committee also holds conference calls as necessary.

### **Annual Meeting Screeners Committee**

**Committee Charge:** The charge of the Annual Meeting Screeners Committee is to review all contributed papers submitted for presentation at the AAPS Annual Meeting and Exposition. The committee will evaluate the contributed papers based on criteria published in the AAPS Call for Papers.

**Committee Membership:** The committee is comprised of the chair, (the current Annual Meeting Planning Committee Chair), a representative from each section, an Executive Council Liaison, and Staff Liaison(s). The section representatives serve a three year term.

**Meeting Schedule:** The Annual Meeting Screening Committee generally meets face-to-face at the annual meeting and holds two to three conference calls per year.

## Content Advisory Committee (CAC)

**Purpose:** The *AAPS Newsmagazine* Content Advisory Committee (CAC) is responsible for soliciting and securing topical and timely content (e.g., feature articles, news briefs) for the *AAPS Newsmagazine*. It is the aim of the CAC to help bolster the stature of *AAPS Newsmagazine*, both to readers and advertisers.

**Structure:** The CAC will include one representative from each AAPS section and one member-at-large. CAC representatives should be past or present section leaders who have a broad range of personal and professional contacts within their sections and research communities. CAC members serve for three years and each year three members rotate off the committee as new members join. The members are recommended and asked by their section leadership to serve.

**Function:** CAC members will collaborate with the *AAPS Newsmagazine* Managing Editor and the AAPS Director of Publishing to create and support the magazine's editorial calendar. The editorial calendar will feature topics of interest to the AAPS membership and pharmaceutical community. Each issue will have, at least, one feature topic. CAC members are responsible for contacting scientists in their section whose area of expertise or research is of interest to the pharmaceutical sciences community. During the months of February, March, April, June, July, August, September, and December a CAC representative is responsible for the content of one particular issue. For the October/November issue of the *AAPS Newsmagazine*, CAC members are asked to submit a preview of their sections programming for the annual meeting. CAC members are likewise asked to contribute copy on the highlights of the annual meeting held the previous fall for the January issue of the *AAPS Newsmagazine*.

**Meeting Schedule:** Monthly teleconferences, typically scheduled on the second Thursday of each month from 3:00 to 4:00 pm EST, and one (1) face-to-face meeting at the AAPS Annual Meeting and Exposition will be held each year to discuss, develop, and ensure that assignments meet posted deadlines.

## Electronic Program Development Committee (EPDC)

**Committee Charge:** The charge of the Electronic Program Development Committee (EPDC) is to solicit and select the theme (e.g. BT 101) as well as the individual lecture content, programming format, appropriate presenters/reviewers and evaluation criteria for on-demand, web-based AAPS eLearning Courses.

**Committee Membership:** The committee is comprised of a chair and the section chair-elect, both of whom are selected by the AAPS President, with EC consensus. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (the section chair-elect), an Executive Council Liaison and a Staff Liaison(s).

**Meeting Schedule:** The EPDC meets face-to-face at the Annual Meeting Summer Jamboree and during the AAPS Annual Meeting and Exposition. The committee also holds conference calls monthly or as necessary. A subcommittee of members will meet quarterly via conference call with members of the PCC, AMPC and NBCPC to discuss new programming ideas.

### **eLearning Experiences:**

Committee members should have:

- Broad knowledge of and interest in current issues in pharmaceutical science education, such as perceived training gaps, cutting-edge techniques or innovations in the field
- Exposure to and understanding of the AAPS programming process (i.e., workshops, open forums, annual meeting, webinars)
- Active interest in the eLearning and meeting programs AAPS
- Ability to attend and participate in conference calls, section meetings, Annual Meeting jamboree, and Annual Meeting

### **eCourses:**

Designed to address perceived training gaps in the pharmaceutical and biopharmaceutical sciences. AAPS eCourses are comprehensive online offerings that provide the convenience of self-paced learning. Facilitated by top researchers in the field, these eCourses provide practical perspectives from practicing scientists, and allow participants the opportunity to receive a Certificate of Completion. The material covers a broad topic in-depth, often with multiple lectures available under a particular subject area. A new committee, possibly named the Electronic Program Development Committee (EPDC) will formulate and review potential educational eCourses.

## **Fellows Committee**

**Committee Charge:** The charge of the Fellows Committee is to select AAPS Fellows as submitted through the AAPS Fellows Nomination process.

**Committee Membership:** The committee is comprised of a chair selected by the AAPS President, a representative of each AAPS Section, an Executive Council Liaison and Staff Liaison(s). The chair and section representatives must be AAPS Fellows and serve a three-year term, with approximately 1/3 of the members rotating off each year.

**Meeting Schedule:** The Fellows Committee meets one day a year, generally in June, to review the nominees and make final selections and recommendations to the Executive Council.

## Finance Committee

**Committee Charge:** To study issues relating to fiscal management of the association's resources, identify additional sources of revenue, assess the cost-effectiveness of AAPS offerings, and make related policy recommendations to the Executive Council.

**Committee Membership:** The committee is chaired by the AAPS Treasurer (elected position) and its members serve a three-year term. Six additional members are appointed by the Treasurer from the general AAPS membership.

**Meeting Schedule:** The Finance Committee meets face-to-face three times per year and by conference call throughout the year on an as needed basis.

## International Affairs Committee (IAC)

**Committee Charge:** The charge of the International Affairs Committee (IAC) is to increase globalization efforts on behalf of AAPS. The IAC works in conjunction with FIP, APSTJ and FPTI to offer regulatory science and educational/tutorial workshops to developing countries. The IAC approves all international meeting proposals, develops strategies by which AAPS can serve pharmaceutical scientists world-wide, and works together cooperatively in partnership with other organizations to develop mechanisms for better exchange of information. The IAC works as a facilitator of a global communication network.

**Committee Membership:** The chair(s) are selected by the President-elect. Members include a representative from the APSTJ or FPTI and the chair or chair-elect of the FIP/BPS, a representative from the following countries: South Africa, India, China/Taiwan, Australia, Mexico, Central or South America, Canada, Europe, and the U.S.; a member of the World Health Organization, an Executive Council Liaison, and the AAPS Executive Director and the Director of Meetings and Expositions. The AAPS President-elect is asked to serve on the committee.

**Meeting Schedule:** The IAC meets face-to-face at the AAPS Annual Meeting and at the FIP Annual Meeting. When FIP/BPS holds its Pharmaceutical Sciences World Congress, the committee will meet there in place of the FIP Annual Meeting. All other communication will be by email throughout the year.

## Member Groups Coordination Committee (MGCC)

**Committee Charge:** The MGCC is charged with reviewing the operations and effectiveness of the sections, focus groups, and discussion groups, as well as the interaction between the member groups.

**Committee Membership:** The chair of the committee is the AAPS President-elect and additional members include three section representatives, three focus group representatives, two discussion group representatives, and staff liaison(s). Members are selected by presidential appointment for staggered two-year terms to aid in promoting continuity in the group.

**Meeting Schedule:** The committee meets face-to-face at the annual meeting and by conference calls during the year.

## Membership Strategic Oversight Committee (MSOC)

### Committee Charge:

- identify the demographic parameters necessary to provide profiles of member and non-member participants in key AAPS activities that will facilitate regular monitoring of who AAPS is serving and will facilitate the identification of threats and opportunities, with respect to both continuing member/non-member participation and new member recruitment and to evaluate the above data annually and develop recommendations based on the threats and opportunities identified;
- periodically (3-5 years) develop and conduct a member satisfaction survey to be evaluated together with the data generated annually and to develop recommendations for membership recruitment, as appropriate, retention, enrichment of benefits, etc. based on the findings; to use the results of the 1999 and the 2002 surveys, as appropriate, in developing and evaluating the next survey;
- identify disciplines/organizations complementary to AAPS' core membership through the database
- described above and other appropriate means, and to develop strategies to facilitate interactions with the individuals/groups identified and thereby fulfill the AAPS vision and enrich our membership benefits;
- identify comparable/competitive organizations against which to benchmark member benefits, dues, meeting registration fees, etc; to annually develop recommendations to address critical gaps identified;
- facilitate periodic evaluation of the section/focus group offerings with respect to the data generated and the strategies recommended above;
- develop recommendations to fully leverage the student chapters to further the charge of the committee;
- set up a process where non-members who interact with AAPS through workshops, meetings, presentations, or submitting papers and articles, are recorded and profiled in order to identify other disciplines that have natural links to AAPS.

**Committee Membership:** The chair of the committee is appointed by the AAPS President and must be a member of AAPS. The chair serves in a non-voting capacity for a term of three years. Additional members of the committee consist of a representative from each AAPS Section (voting members), one student representative appointed by the chair (voting member), one discussion group representative appointed by the chair (voting member), an Executive Council Liaison (non-voting member) and a Staff Liaison (non-voting member). Voting members serve staggered three year terms.

**Meeting Schedule:** The MSOC meets by conference call the second Thursday of each month at 2:00 pm ET, as well as face-to-face at the annual meeting.

## National Biotechnology Conference Program Committee (NBCPC)

**Committee Charge:** The charge of the National Biotechnology Conference Planning Committee (NBCPC) is to select the content, programming format, and the time schedule for programming activities of the annual National Biotechnology Conference. The committee also selects the keynote and plenary session speakers.

**Committee Membership:** The committee is comprised of a chair and co-chair, both of whom are selected by the AAPS President. The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Additional members of the committee consist of the past chair, a representative from each AAPS Section, a representative from the FDA, and an Executive Council Liaison and a Staff Liaison(s).

**Meeting Schedule:** The committee meets face-to-face at the National Biotechnology Conference and the annual meeting and holds monthly conference calls.

## National Biotechnology Conference Screeners Committee

**Committee Charge:** The charge of the National Biotechnology Conference Screeners Committee is to review all contributed papers submitted for presentation at the AAPS National Biotechnology Conference. The committee will evaluate the contributed papers based on criteria published in the AAPS Call for Papers.

**Committee Membership:** The committee is comprised of the chair, (the current National Biotechnology Conference Planning Committee Chair), a representative from each section, an Executive Council Liaison and Staff Liaison(s). All section representatives serve a three year term.

**Meeting Schedule:** The committee generally meets face-to-face at the National Biotechnology Conference and holds two to three conference calls per year.

## Nominations Committee

**Committee Charge:** The charge of the Nominations Committee is to seek, identify, and nominate the best candidates for the AAPS national offices, including the AAPS Executive Council President, Treasurer, and Members-at-Large. It is the responsibility of the Nominations Committee to conduct a fair and balanced review and selection from all of the nominations put forward by AAPS members and to ensure there are appropriate and qualified to serve the association.

**Committee Membership:** The composition of the AAPS Nominations Committee includes the chair, who is the past president who has most recently served as the immediate past president, the current immediate past president who will chair the committee the next year, the past nominations committee chair, one or two Executive Council Member-at-Large(s), depending on term of member-at-large, the chair of each AAPS Section, and a Staff Liaison(s).

**AAPS Past President (Nominations Committee Chair);** Second year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

**AAPS Immediate Past President**<sup>1</sup> (First year of a three year term on Nominations Committee; still a member of the AAPS Executive Council)

**AAPS Past Nominations Committee Chair**<sup>1</sup> (AAPS “Past-Past” President; Third year of a three year term on Nominations Committee; no longer an officer or member of the AAPS Executive Council)

**AAPS Executive Council Member-At-Large**<sup>1 2</sup> (First year of a two year term on Nominations Committee)

**AAPS Executive Council Member-at-Large**<sup>1</sup> (Second year of a two year term on Nominations Committee)

**1 Year Term: APQ Section Chair, BIOTEC Section Chair, CPTR Section Chair, DDDI Section Chair, FDD Section Chair, MSE Section Chair, PPB Section Chair, PPDM Section Chair, RS Section Chair**  
**AAPS Executive Director (standing member, non-voting)**  
**AAPS Staff Liaison (standing member, non-voting)**

**Meeting Schedule:** The committee meets by conference calls, beginning in November/December and continuing through February/March.

## Program Coordination Committee (PCC)

**Committee Charge:** The charge of the Program Coordination Committee (PCC) is to evaluate and make recommendations to the Executive Council on meeting proposals other than the annual meeting and National Biotechnology Conference. The PCC is charged with clustering as many proposals as possible.

**Committee Membership:** The committee is comprised of a chair (the past Annual Meeting Planning Committee chair) and a co-chair (the current Annual Meeting Planning Committee chair). The chair serves a one-year term and the co-chair serves as chair in the second year of his/her term. Other members of the committee consist of the past chair, a representative from each AAPS Section (either the section chair, chair-elect, or past chair), a representative from the FDA, and an Executive Council liaison and a staff liaison(s).

**Meeting Schedule:** The Program Coordination Committee meets quarterly by conference call, generally two weeks prior to the Executive Council calls/meetings.

## Publications Committee

**Purpose:** The AAPS Publications Committee is charged with making recommendations to the AAPS Executive Council (EC) relating to the following matters:

- Formulation of an overall long-range vision of the Publications program, as well as tactical plans for its implementation;
- Evaluation of the quality of all AAPS Publications (including all AAPS scientific journals, *AAPS Pharmaceutica* [or Portal], *AAPS Newsmagazine*, and Book Program) and recommendation of possible avenues for improvement;
- Advising on, in conjunction with the AAPS Finance Committee, all budgetary issues relating to all AAPS Publications; and
- Selection of editors-in-chief for all AAPS Publications, subject to contract agreements.

**Membership:** The voting members of the committee shall be comprised of AAPS Section representatives who are selected from nominations, plus one sitting EC member appointed by the EC. The non-voting members of the committee shall comprise of the editors-in-chief of the AAPS journals, 1-3 consultants (on an as needed basis and possess scholarly/scientific publishing experience), and appropriate staff. Each voting member shall serve a three-year term, except for the EC member who may serve a shorter term at the pleasure of the EC. Each AAPS section will be requested to nominate 2 candidates per year. Nominations from other sources will also be considered. Selections will be based primarily on relevant publication experience (see Appendix A). The committee chair will be designated by the AAPS President-Elect prior to the Annual Meeting, and will serve a three (3) year term, the first year serving as Chair-Elect, the second as Chair, and the final year as Past-Chair.

The Committee may constitute subcommittees to deal with important elements of the publication portfolio of AAPS, including but not limited to, the Book Program and *AAPS Pharmaceutica*, or Portal.

### Publication Experiences

- Exposure to and understanding of the scientific publication process (i.e., journals and/or books) through one or more of the following experiences:
  - record of research publications in an area of pharmaceutical sciences or scholarly publications in pharmacy professional journals
  - as an Editor, an Associate, Section or Field Editor, a member of an Editorial Board/Editorial Advisory Board, or regular reviewer of a recognized journal or monograph series in pharmaceutical sciences or pharmacy profession
- Knowledge of and interest in current issues in scientific publishing, such as information technology, open access, journal impact factor, ethical conduct in publishing, and conflict of interest
- Active interest in the scientific publication program of AAPS

### Financial Experience

- Committee member should be able to appreciate the impact of a major publication program on the operations and financial health of the Association. They should also be able to effectively weigh the financial costs of programs relative to member benefit
- Fiscal experience in either for-profit or non-profit organization is desirable but not necessary

### Other Relevant Experiences

- Prior leadership experience in AAPS or other volunteer organization
- Administrative or managerial experience

## Student/PostDoc Outreach and Development Committee (SPOD)

**Committee Charge:** The purpose of the SPOD Committee is to:

- address issues of concern to graduate and undergraduate students and postdoctoral fellows in the pharmaceutical and related sciences;
- sponsor broad-based industrial/academic programs of interest to graduate and undergraduate students and post-doctoral fellows;
- facilitate interaction between established pharmaceutical scientists and graduate and undergraduate students and post-doctoral fellows in the pharmaceutical and related sciences;
- foster a professional commitment to the organization by graduate and undergraduate students and post-doctoral fellows through active participation in AAPS activities; and
- further evolve programs for the continuing educational needs of all AAPS members.

**Committee Membership:** The committee includes three officers: The chair, the chair-elect, and past chair. These officers serve one year terms on a calendar year basis. A new chair-elect is selected within the first three months of the chair's term, in consultation with the AAPS President-elect. The chair-elect assumes the office of chair at the end of the year as chair-elect. The outgoing chair assumes the office of past chair for one year. If the office of chair becomes vacant, the chair-elect shall serve as chair for the remainder of the term. At the end of that term, the chair-elect will continue responsibilities as chair, and a new chair-elect will be selected.

Additional members of the committee consist of at least one member from each AAPS Section, up to two graduate students, and up to two members-at-large. Section representatives are appointed by their section chair to represent the section. Graduate students members are selected by the committee. Members-at-large may be appointed at the discretion of the chair. Student members serve staggered two year terms; other members serve staggered three year terms, ideally with one-third of the committee rotating off each year.

**Meeting Schedule:** The committee meets at the annual meeting and holds other face-to-face meetings as necessary. The committee also conducts monthly conference calls.