

# AAPS Community Chairs Guide

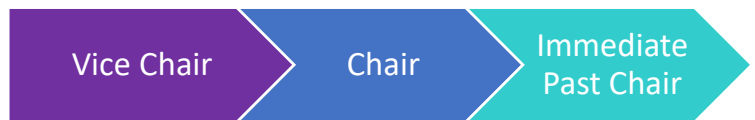
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## AAPS Community Chairs Role Description

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.



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 and opportunities to develop learning opportunities that fit their needs; relationship-building with others who work in specialized areas; and participation in open, dynamic conversations about challenges, opportunities, and trends.

### Through the committees they lead, chairs:

- Develop programming
- 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 of members in the community they lead by developing learning opportunities and guiding discussion in the online community 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 3-5 hours per month to serve, including:
  - o Leading the monthly leadership meeting of their community
  - o Attending the monthly AAPS Community Forum
  - o Hands-on work on developing programming
- Must have experience posting in the AAPS Communities and/or social media
- Must have read the Communities Guide

### AAPS prefers applicants that:

- Have experience chairing a committee
- Have past volunteer experience in AAPS programming, such as developing a symposium, presenting a poster, submitting an article to *Newsmagazine*, leading an Ask the Experts session, etc.
- Have a mature network in the scientific community
- Have 5+ years in their scientific profession
- Topical knowledge related to the community's scope

## Community Chair Job Description

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

- 1. Be an AAPS member at the time of application** and retain your membership throughout your three-year term as a community office (vice chair, chair, and past chair)
- 2. Must attend monthly AAPS Community Leaders Forum** video conference
- 3. Must lead monthly leadership meetings of your community**
- 4. Must submit biannual reports to staff** on progress against goals using a form provided by staff
- 5. Must ensure that all volunteers on the community leadership team are AAPS members** throughout their service
  - Chairs contact leaders whose memberships have lapsed at staff's prompting
  - Chairs replace leaders who fail to renew their membership
- 6. Attend leadership training events (chair and vice chair)**
  - Virtual training session in the fall
  - Virtual AAPS Leadership Retreat in late winter/early spring
- 7. Develop goals for the community By October 31**
  - Quarterly Learning Opportunities Goal
  - Publishing Goal
  - Inter-Community Collaboration Goal
  - Membership Updates Goal
- 8. Create quarterly learning opportunities**
  - Identify topics or issues of relevance to community members
  - Conduct learning opportunities for members at least quarterly
  - Submit programming proposals for the National Biotechnology Conference (NBC), PharmSci 360, or another AAPS programs
- 9. Promote and build membership in the community and AAPS**
  - Post at least 3 questions to engage your community members each month
  - Submit nominations to the AAPS Awards and Fellows programs
  - Encourage members to actively participate in AAPS through volunteer opportunities and other calls to action (e.g., submit poster abstracts)
  - Meet with your members at PharmSci 360 and/or the National Biotechnology Conference in a special poster forum or similar networking opportunity
- 10. Operate in accordance with AAPS' bylaws and policies**, including the Member Code of Ethics and policies governing conflict of interest and confidentiality.

The Board of Directors receives biannual reports on the performance of the individual AAPS Communities and will intervene with chairs leading Communities that are falling behind.

## 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, current community chairs, and staff will also encourage volunteers with demonstrated skillsets to apply.

All applicants will be evaluated 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 immediately after PharmSci 360.

## Support

### Board Mentor

A Board 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 mentors also help represent the community's concerns and achievements to the Board.

### AAPS Staff Communities Team

The AAPS Staff Communities Team is a knowledge resource that informs, guides, and assists chairs.

[Stacey Axler](#), Community Manager, (703) 248-4772, [AxlerS@aaps.org](mailto:AxlerS@aaps.org)  
[Dawn Klinefelter](#), Manager, Membership & Communities, (703) 248-4783, [KlinefelterD@aaps.org](mailto:KlinefelterD@aaps.org)  
[Maria Nadeau](#), Director, Membership & Communities, (703) 248-4709, [NadeauM@aaps.org](mailto:NadeauM@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](#)

## Evaluation

The Board will evaluate the performance of each Community chair based on the responsibilities outlined in this document and the Community Leaders Duties Checklist.

The review process includes:

- Ongoing check-ins with appointed AAPS Board mentor and staff
- Biannual reports by staff and the community chair to the Board
  - o Mid-term evaluation (April)
  - o Year-end activity report (September)

The community chair will provide additional activity updates as requested.

The AAPS Board 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 identified in the Community Leaders Duties Checklist. 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.

## 8 Duties of Community Leaders

There are 8 duties identified in the Community Leaders Duties Checklist. Chairs should attempt to accomplish at least 6. The reports delivered to the Board identify:

- Completion of 6 or more duties = operating well

- Completion of 4–5 duties = needs additional support
- Completion of 3 or less duties = warrants attention

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

The 8 duties are:

- 1) Create learning opportunities for members of the community each quarter
- 2) Maintain the membership of the leadership team
- 3) Attend monthly AAPS Community Leaders Forum video conference
- 4) Submit biannual reports to staff
- 5) Attend leadership training events
- 6) Develop goals for the community by October 31
  - Quarterly Learning Opportunities Goal
  - Publishing Goal
  - Inter-Community Collaboration Goal
  - Membership Updates Goal
- 7) Promote membership in the community
  - Post at least 3 questions to engage your community members each month
  - Submit nominations to the AAPS Awards and Fellows programs
  - Encourage members to actively participate in AAPS through volunteer opportunities and other calls to action (e.g., submit poster abstracts)
  - Meet with your members at PharmSci 360 or the National Biotechnology Conference in a special poster forum or similar networking opportunity
- 8) Operate in accordance with AAPS' bylaws and policies