

Executive Council Time Commitment

Members-at-Large (Three Year Commitment)

Executive Council Meetings: AAPS Executive Council Members-at-Large are expected to participate in all Executive Council meetings, whether conducted face-to-face, or by conference call. Generally, conference calls are scheduled monthly and last approximately 2 –3 hours. The Executive Council also meets face-to-face approximately four times per year, for either a half day or one full day, depending on the length of the agenda. The face-to-face meetings for 2004 are as follows:

January 17	Captiva Island, FL	Preceding the Leadership Retreat
May 15	Boston, MA	Preceding the NBC Meeting
August (TBD)	AAPS Headquarters	Preceding the President's Retreat
November	Baltimore, MD	Prior to 2004 Annual Meeting

Section Meetings: Each Member-at-Large is assigned as a liaison to an AAPS Section(s). The Liaison is expected to participate in Section monthly conference calls. The duration of the calls varies from section-to-section, but generally lasts 1-2 hours. Several Sections conduct an annual face-to-face programming meeting, once during the year.

Committee Meetings: Each Member-at-Large is assigned as a liaison to an AAPS Committee. The Liaison is expected to participate in Committee conference calls and the occasional face-to-face meeting of the committee. Some committees conduct monthly conference calls, but others meet less frequently.

Annual Meeting: Members-at-Large should attend the AAPS Annual Meeting, as they are expected to attend the EC face-to-face meeting, and any Section membership meetings/Section leadership and Committee meetings for which the MAL is the EC Liaison. The meetings are held over the space of 6 or 7 days in late October/Early November. Members-at-Large are also expected to attend the New Leadership Meeting (for new Section Chairs).

Retreats: The Executive Council usually meets twice a year for retreats (one in January and one in August) and are scheduled in conjunction with the EC meetings for that month. Depending on the topic, the retreat may last an additional 1-2 days.

Other Meetings: Additional meetings may be scheduled as the need arises. In 2003, the Executive Council met on several occasions for Strategic Planning. These meetings are generally scheduled during other meetings or events, to minimize additional travel. In addition, Members-at-Large may be asked to represent AAPS at other scientific meetings.

President (Four Year Commitment)

In addition to the above meeting commitments, the AAPS President has administrative time commitments. The President communicates frequently with the AAPS Executive Director on routine administrative, legal, and financial issues, generally during a weekly telephone call or as the need arises. The President works with the Executive Director to develop the monthly EC meeting agendas, writes a monthly column in the *AAPS Newsmagazine*, and may work with staff on scientific issues that can't be addressed directly by staff. The President must also be available for any press requests as the need arises.

During the AAPS Annual Meeting, in addition to the above events, the President gives the Opening Session speech, opens the exhibit hall, hosts receptions almost every evening, and meets with several organizations during the week.

The AAPS President may attend other meetings as the official AAPS representative, including the following (only a partial list):

- FIP Annual Meeting (Generally scheduled in September)
- FIP Pharmaceutical World Congress (held every 3 years)
- APhA Annual Meeting (Generally scheduled in March)

The President may be requested to speak at other scientific meetings.

President-elect

The AAPS President-elect attends all of the above meetings and may fill in for the AAPS President at Executive Council meetings if the President cannot be present.

The President-elect also gives a speech during the Annual Meeting.

The President-elect serves as the Chair of the Section/Focus Group Coordination Committee and may serve as the EC Liaison to other Committees.

Past President

The Past President is a member of the Executive Council and the AAPS Advisory Board, whose primary responsibility is to select the AAPS Distinguished Service Award, the AAPS Distinguished Scientist Award, and any other awards as assigned by the EC. The first year on the Board is served as Chair.

The Past, Past President

The Past, Past President serves as Chair of the Nominations Committee, charged with developing the Executive Council candidates.