

Member Groups Coordination Committee Charter

Last revised 10/25/05

The AAPS has established the Member Groups Coordination Committee (MGCC) to oversee the operation of the sections, focus groups and discussion groups, and the interaction between these groups.

I. Background

Sections, focus groups, and discussion groups have complimentary missions that are mutually supportive and, at times, overlapping. Sections have a greater responsibility for governance, while focus groups exist for the sole purpose of developing science. Discussion groups are separate unincorporated entities affiliated with AAPS that further the tax-exempt purposes of AAPS and provides a local forum for interested members in a specified geographic area. Discussion groups are open to AAPS members and non-members. Student chapters would not be reviewed by this committee because they fall under the Student/PostDoc Outreach and Development (SPOD) Committee. Sections are primarily administrative structures, broad in scientific scope, have defined operating procedures, a relatively large membership and a fixed financial structure. Sections are represented on many AAPS committees including programming committees such as that for the AAPS Annual Meeting and Exposition and the National Biotechnology Conference. Focus groups have a much more narrow scientific scope. Focus groups exist to promote close interaction and exchange of scientific information among members with common interests in a rather narrowly defined subfield of the pharmaceutical sciences. The focus group function is to maximize scientific dialogue and interchange of information. The membership of a focus group may come from a single section, but very often will include individuals with primary membership in two or more sections. Focus groups are also open to non-members; however, the listserv is an AAPS members only benefit. Thus, a focus group will be affiliated with at least one section.

II. Guiding Principle and Authority

Sections, focus groups and discussion groups are capable of self-organizing to address areas of shared interest. The Member Groups Coordination Committee is the venue for this discussion and may be proactive in the formation of sections, focus groups, and discussion groups in areas that are not adequately represented. The Member Groups Coordination Committee is advisory to the Executive Council.

III. Membership

The membership of the Member Groups Coordination Committee includes members from section, focus group and discussion group chairs, the AAPS President and Executive Director as ex officio (nonvoting) members and will be chaired by the President-elect of the Executive Council. The chair is a voting member. The AAPS Executive Director and the Member Groups Manager will be the staff liaisons for this committee.

The membership of this committee will be one member from two existing discussion groups, one member from three existing focus groups, and one member from

three existing sections. These persons will be selected by presidential appointment for staggered two-year terms to aid in promoting continuity in the group.

IV. Function of the Member Groups Coordination Committee

The Member Groups Coordination Committee shall:

1. Ensure communication on issues of common interest among sections, focus groups, and discussion groups.
2. Provide a forum through which sections, focus groups, and discussion groups coordinate their activities to maximize communication and collaboration, and to minimize misunderstanding and redundancy.
3. Promote the operation of sections, focus groups, and discussion groups as an integrated system to fulfill the needs of the membership through their respective missions.
4. Advise the Executive Council on the definition, creation and dissolution of sections, focus groups, and discussion groups by:
 - a. Developing guidelines describing the expected functions of sections, focus groups, and discussion groups and intervals at which sections, focus groups, and discussion groups will be reviewed for continuing status.
 - b. Recommending changes in operating conditions for sections, focus groups, and discussion groups as needed to promote efficient and representative governance and scientific exchange.
 - c. Performing a periodic review of sections, focus groups, and discussion groups.
5. Resolve discrepancies or conflicts between and among sections, focus groups, and discussion groups.
6. Provide a route through which sections, focus groups, and discussion groups can request funds in excess of their normal allocation.