

AAPS Policy on Official Representatives Liaison to Other Associations or Organizations

OVERVIEW:

From time to time, members of AAPS are called upon or appointed to be official representatives of the association. These people are asked to be a liaison to another association or organization. This document establishes general guidelines on the expectations of the AAPS Executive Council and AAPS Staff regarding the fulfillment of the duties of a member holding such an appointment.

1. Appointment

The AAPS Executive Council must approve all official representatives or liaisons to other associations or organizations. The appointment should be for a specific term. AAPS Staff will maintain contact information about these appointments.

On occasion, it may not be possible for the appointed individual to be present for a specific meeting or key function. It is acceptable for the appointed individual to seek another individual who can serve the representative or liaison role in their stead. The AAPS staff should be informed of this temporary situation.

Should the official representative become unable to fulfill these duties for various reasons, the AAPS Executive Council may appoint another individual to serve.

2. Representation of AAPS

A member serving as a liaison to another association or organization is acting on behalf of the AAPS as its agent. However, there are several important aspects of the scope of this role extending even beyond that defined below.

A. Confidentiality

A member of AAPS may have access to proprietary or competitive information about the association. In all dealings with another association or organization, careful consideration must be given to the applicability of the information and the confidential or proprietary nature of the information. In this regard, the member should act with due diligence in favor of the association as if for their own organization or own self-interest. Members of the AAPS Executive Council or AAPS staff may be helpful in setting guidelines if there are any concerns about interactions on this level.

B. Activities Important to fulfill the duties as a member representative

To adequately fulfill the duty to represent to AAPS to other associations or organizations the representative member should:

- Prior to representing AAPS at a meeting of another society or group, the AAPS representative will contact the president of AAPS to discuss AAPS' positions on issues that may arise
- Be familiar with Programs, Benefits, Services, and Products of AAPS

- Regularly browse and read sources of AAPS information such as the *AAPS NewsMagazine*, and www.aapspharmaceutica.com
- Access the AAPS Leadership Extranet for Association information shall be granted at the president's discretion. This includes the agenda and minutes from AAPS Executive Council Meetings as well as AAPS Administrative Reports. Particular attention should be given to potential confidential and proprietary nature of this information.
- Remain a member in good standing of AAPS and the other association or organization
- Attend AAPS program events at least annually
- Upon return from the meeting, an oral or written report will be made to the AAPS Executive Council
- Write updates to all AAPS members about specific activities for distribution on www.aapspharmaceutica.com or in *AAPS NewsMagazine* as appropriate.

C. Legal, Fiduciary, and Decision Authority

In the role as an agent of AAPS, the representative member needs to:

- Respect and understand that the ultimate decision authority regarding activities and actions planned in cooperation with another association or organization resides solely with the AAPS Executive Council.
- Obtain written approval of the Executive Council before establishing any final agreements
- Understand the various levels of financial support AAPS may extend when collaborating with the associations.
- Member representatives of AAPS should actively seek information from other organizations or associations to help facilitate and identify possible areas for collaboration.

D. Representation of Other Associations or Organizations

To adequately fulfill the role as a member representative, the AAPS representative member should:

- Be an active member (or equivalent, if appropriate) or participant in good standing of the other association or organization.
- Regularly browse and read sources of information about the other association or organization.
- Attend meetings of the other association or organization and report on these activities to AAPS Executive Council and AAPS staff.
- Pass information in a timely manner to AAPS Executive Council or AAPS staff regarding opportunities for collaboration on important programs, products, benefits, or services of the other organization or association.

E. Expenses Associated with Representation

AAPS will reimburse the representative member for travel expenses associated with activities in fulfillment of the duties as a representative to the extent that such expenses are not provided by another source. Expenses will be reimbursed up to a maximum of

\$1000 (domestic travel) or \$1500 (international travel) in accordance with the AAPS Policy on Travel Expense Reimbursement.

- Advanced notification and approval of anticipated travel expenses is expected unless there are unusual circumstances. The AAPS Executive Director or AAPS President will process the notification and approval.
- A standard AAPS expense form must be used to seek reimbursement for travel expenses. These require an original receipt for any expense exceeding \$25.

AAPS will not routinely pay for the membership fee or dues to belong to the other association or organization. The justification is that the AAPS representative member hopefully also belongs to the other association or organization as a personal commitment to that group. The AAPS President or AAPS Executive Director can consider exceptions to this policy.