

Focus Group Liaison

Charge: The charge of the Focus Group Liaison is to improve operations of the section's primary focus groups by educating the focus group chairs and sharing best practices between the focus groups. The Focus Group Liaison will strengthen communication between the section and focus groups, monitor activities, and facilitate collaborations between the section and focus groups. The liaison will provide recommendations about the focus group operations to the section officers. If a focus group is not functioning optimally, then the liaison will work with the section officers to improve operations or determine if the focus group is no longer needed.

Function: The liaison will receive all correspondence from the section's primary focus groups, and be invited to the monthly focus group and section calls. The Focus Group Liaison's participation on the focus group calls is optional and left to the discretion of the liaison. The Focus Group Liaison may also consider holding conference calls with the focus group officers, and the frequency of the calls is left to the discretion of the liaison. Each focus group chair will send the liaison the focus group newsletters (if applicable) and meeting minutes, and focus group chairs are encouraged to communicate specific needs to the Focus Group Liaison.

Membership: In-depth knowledge of focus group and section operations is required. A three-year term is recommended and a replacement should be named during the last year to assist with the transition of leadership, unless the section appoints a section officer to the position. If a section has a large number of primary focus groups, then more than one focus group liaison may be appointed.

Meeting Schedule: The section holds one-hour teleconferences each month and the focus groups hold separate one-hour teleconferences each month. The sections and focus groups meet face-to-face at the AAPS Annual Meeting and Exposition. Focus groups affiliated with the BIOTEC Section meet face-to-face at the AAPS National Biotechnology Conference (NBC), and the BIOTEC Section meets during NBC and the AAPS Annual Meeting and Exposition. Focus Group Liaisons do not attend the programming jamborees.

Focus Group Operations:

The following are recommended operations to ensure that the focus groups are successful.

- Develops a leadership structure and succession plans (Chair, Chair-elect, and active Past Chair)
- Forms a steering committee and holds monthly teleconferences with the committee
- Participates on section calls
- Provides at least three educational offerings beyond annual meeting and NBC programming that will benefit focus group members throughout the year, which includes webinars, courses, workshops, facility-hosted events, books, journal articles, *AAPS Newsmagazine* articles, blog entries, technical bulletins, newsletter, etc.
- Sends a representative to the annual meeting programming jamborees
- Holds one face-to-face membership meeting each year either at NBC or the annual meeting (required)

More details about the focus group operations are available in the [AAPS Member Groups Volunteer Handbook – FGs](#).