



API COP China Online Facilitator Position Description

Updated on 30-Jan-12

API COP China Online Facilitator Overview:

API COP Online Facilitators assist the Local China API COP Chair by facilitating discussions related to API topics on the ISPE Pharmaceutical Forum. This is a Chinese version of the COP Online Community Discussions. Facilitators are not required to be a member of the COP Steering Committee, they must work closely with the Local China API COP Chair to ensure community content is being developed, managed, and disseminated in a manner consistent with the mission, vision, and goals of the COP.

Position Purpose and Objectives:

Online Facilitators are responsible for ensuring that online discussions are appropriate, relevant and related to the discipline of the particular COP. They also ensure discussions are free of commercialism and inappropriate language.

Appointed by: Local COP Chair

Responsibilities of this Position:

- Monitor online community discussions and encourage further dialogue or responses as needed. Add own input/response and encourage other members to participate in discussions as subject matter experts
- “Seed” community discussions if none or few are being generated.
- Communicate regularly with Local COP Chair about relevance and appropriateness of content generated in the Community Discussions. Take action as necessary to edit, add, or suggest the deletion of the content.
- Advise Local COP Chair and ISPE Staff Contact of inappropriate content, behavior, or issues that may develop

Skills/Experience Requirements for this Position:

- The incumbent must be an ISPE member
- The incumbent should be a subject matter expert in the discipline of the COP
- The incumbent should have strong technical skills with experience or at least the aptitude to learn
- Project management skills are a strong plus
- Technical aptitude is helpful but not necessary

Length of Service: 1 Year Additional Details (optional): The COP may define a longer time of service

Time Commitment: Approximate hours per week: 1 to 1.5 hours per week
Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

Provided by ISPE staff or volunteers: Administrative assistance and support is provided by the ISPE Staff Contact. Strategic guidance related to suitable content for the community is provided by the Local COP Chair and Global COP Steering Committee Members.

Expected from the volunteer (or his/her employer): Commitment to monitoring and updating online discussions on a weekly basis

Meeting Schedule:

There are no regular meetings for this position, however, API COP China Online Facilitators may be asked to participate in conference calls on an as needed basis.

Attendance Requirement:

COP Online Facilitators should make every attempt possible to participate in meetings and conference calls when scheduled.

Volunteer Expectations

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| ✓ <i>Actively participate in meetings</i> | ✓ <i>Respond to communications in a timely manner</i> |
| ✓ <i>Read materials and come prepared to each meeting</i> | ✓ <i>Develop a good relationship with Staff</i> |
| ✓ <i>Listen to people and ideas</i> | ✓ <i>Respect confidentiality</i> |
| ✓ <i>Become knowledgeable of the Society's policies and procedures</i> | ✓ <i>Fully support all decisions of the Board and Committee</i> |
| ✓ <i>Complete assignments on time</i> | ✓ <i>Always act in the best interests of ISPE</i> |

If you are interested in volunteering for this position please click the link to complete a Volunteer Profile <http://www.ispe.org/volunteerprofile>