

Pharmaceutical Engineering Committee Position Description

Updated on 5-Jan-12

Committee Overview:

To ensure that *Pharmaceutical Engineering* content is timely, globally diverse, and technically accurate, we continuously look to strengthen and balance the Pharmaceutical Engineering Committee (PEC) and Editorial Review Board to include a variety of businesses and functions that represent ISPE's membership.

Position Purpose and Objectives:

Identify topics of current interest, seek author leads and information sources to enhance content of magazine, Web site, E-letters, and other communication media

Appointed by: Committee Chair/Co-Chairs

Responsibilities of this Position:

The PEC Members must become familiar with the annual Business Plan. Committee Members expectations are:

- Solicit articles
- Develop rolling 18 month editorial calendar
- Review at least six articles per year

Skills/Experience Requirements for this Position:

Committee Members must have a good understanding of ISPE's membership base and their needs. It's important to develop an understanding of the Society's structure, strategic plan, and business plan. Previous volunteer experience serving at the local Affiliate or Chapter level is a plus. Must be an ISPE Member in good standing.

Length of Service: 1 Year Additional Details (optional): Term may be renewed up to five years

Time Commitment: Approximate hours per month: >0 to 5 Hours

Work will be intermittent regular regular with peaks requiring additional effort.

Resource Requirements

List expectations for support of the volunteer in this position, including staff or volunteer assistance for the task, funding for travel, etc.

Provided by ISPE staff or volunteers: Staff Project Manager

Expected from the volunteer (or his/her employer): Funding for travel expenses to attend meetings; time to participate in conference calls and Committee projects during regular business hours

Meeting Schedule:

Monthly conference calls are held throughout the year. Three scheduled face-to-face meetings per year.

Attendance Requirement:

Must attend at least one meeting per year and participate in the majority of the conference calls.

Volunteer Expectations

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

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