

2017 – 2018 APhA-APPM SIG Communications

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Staff SIG Liaison

Each SIG is assigned a Staff SIG Liaison, who serves as the primary point of contact for the SIG Coordinator and Coordinator-elect. The Staff SIG Liaison provides support for SIG projects, triages questions and concerns, and works with other APhA Staff (e.g. Government Affairs, Membership, Education) to address the needs of SIG members.

APhA-APPM Executive Committee (EC) SIG Liaison

Each SIG is assigned an APhA-APPM EC SIG Liaison, who serves as an additional resource for the SIG Coordinator and Coordinator-elect. The APhA-APPM EC SIG Liaison stays informed of SIG activities, serves as a conduit to the APhA-APPM Executive Committee, and provides project support as necessary.

Monthly Call (SIG Coordinator, SIG Coordinator-elect, APhA-APPM EC Liaison, and SIG Staff Liaison)

The goal of the monthly call is to ensure all stakeholders are aware of SIG activities and that the SIG is making progress towards achieving their goals. During the monthly call, the SIG Coordinator should provide an update on all SIG activities, including ongoing projects and committee activities. Staff can provide any relevant APhA updates and address any questions or concerns from SIG leaders. During the call, the SIG Project Tracker should be updated and saved to Dropbox. The SIG Coordinator-elect is responsible for keeping meeting minutes and uploading the minutes to Dropbox following each call.