



ORGANIZATIONAL & CANDIDATE PROFILE

FINAL (January 8, 2018)

OVERVIEW

The American Physiological Society (APS) is a 501(c)(3) nonprofit membership society with more than 10,500 members devoted to fostering scientific research, education, and the dissemination of information in the physiological sciences. With an annual operating budget of approximately \$21 million and \$60 million in reserves, APS seeks an experienced association executive or executive-level scientist to serve as its next Executive Director. APS employs 79 staff at its Bethesda, Maryland headquarters (and in Rockville, Maryland after relocating around June 2018.)

APS is poised to accept new executive leadership – a leader capable of collaborating with the Council (governing body) to create a forward-looking strategy and then moving briskly towards achieving that vision. The Council will partner with its new Executive Director to further strengthen the management of the Society and ensure it has the financial resources to thrive now and in the future.

Ideally, the new Executive Director will have experience working with scientists (particularly those working in physiology and/or related fields) and leading a scientific organization of a similar type. S/he will have knowledge of current scientific trends and issues facing scientists, particularly related to scientific publications, and US science policy, including funding. S/he will work with the Council to fulfill the mission, support the Council, lead staff in the execution of the approved strategies and goals, and cultivate or maintain relationships with external partners. The executive must be an excellent communicator and understand the needs of diverse and multidisciplinary scientific audiences. S/he will have excellent strategic, leadership, and operational skills. Specific qualifications and anticipated activities are included herein.

This profile provides critical information to those interested in learning more about APS (www.the-aps.org). Interested candidates should read this profile in its entirety and submit a cover letter and a resume online as soon as possible, but no later than February 23, 2018 at www.TransitionCEO.com/careers. The cover letter should articulate her or his interest in APS and specify a desired salary range. Candidate materials will be reviewed on an ongoing basis by Jackie Eder-Van Hook, PhD of Transition Management Consulting, Inc. (TMC) who is leading this search.

| KEY DATES | |
|-----------------------------------|------------------------|
| Recruitment: | 1/15 to 2/23/18 |
| Interview 1: | 3/12-13/18 |
| Final/Interview 2: | 4/9-10/18 |
| Start Date: | TBD Early 2018 |
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MISSION & STRATEGY

APS was founded in 1887 with 28 charter members. Today, it has more than 10,500 members, most of whom hold doctoral degrees in physiology and/or medicine (or other health professions). APS is a nonprofit devoted to fostering scientific research, education, advocacy, and dissemination of information in the physiological sciences.

In September 2017, APS outlined five strategic priorities to guide it over the next 3-4 years (<http://www.the-aps.org/fm/About/Strategic-Plan>) and set in motion a plan to evaluate its governance, structure, and how it might effectively allocate its resources.

1. Refreshing the strategic focus of the Society
2. Modernizing the membership model
3. Prioritizing and evaluating Society offerings
4. Extending the influence of the Society through journals and conferences
5. Enhancing governance and operational performance

GOVERNANCE & STRUCTURE

APS is governed by an elected Council consisting of a President, President-Elect, Past President, and nine Councillors. The chairs of six standing committees are ex officio members of the Council without a vote, and one standing committee chair (Section Advisory Committee) is an ex officio member with a vote. Bylaws, last revised in April 2008 are available online at <http://www.the-aps.org/fm/About/Bylaws>.

The Executive Director and the Council work collaboratively to lead the APS and determine its strategic direction. The Council, on which the Executive Director also sits as an ex officio, non-voting member, has primary responsibility for overall strategic direction for the Society. The Executive Cabinet, consisting of the Executive Director and three presidents (current, past, and -elect), assess the feasibility of strategic initiatives and plan for their implementation. The Executive Director is responsible for all APS operations consistent with the strategic plan, budget, and organizational policies. The Executive Director hires, leads, and directs APS staff, and together they implement APS programs and activities with oversight from Council. The Council meets face-to-face three times annually during the annual meeting (Experimental Biology (EB)) and two days each in the summer and fall/winter.

Standing Committees, as defined in the Bylaws, are the Publications, Finance, Membership, Education, Joint Program, and Section Advisory Committees. The Council may establish other standing or special committees as they desire. The Council has established the following additional committees:

| | |
|---------------------------------------|--|
| Conferences Committee | Porter Physiology Development/Minority Affairs Cmte. |
| Distinguished Physiologists Committee | Ray G. Dags Award Committee |
| International Physiology Committee | Science Policy Committee |
| Perkins Memorial Award Cmte. | Trainee Advisory Committee |
| Nominating Committee | Women in Physiology Committee |
| Orr E. Reynolds Committee | Awards Committee |
| Chapter Advisory Committee | Animal Care & Experimentation Committee |
| Physiologists in Industry Committee | |

Operational guidance to committees and task forces is available at <http://www.the-aps.org/fm/About/Operational-Guide> and annual reports at <http://www.the-aps.org/mm/hp/Audiences/Giving/Annual-Report>.

FINANCE

APS is a 501(c)(3) nonprofit membership corporation with an annual operating budget of approximately \$21 million and invested reserves of approximately \$60 million.

APS produces around 80 percent of its annual earned income from scientific journal publication, with smaller amounts generated by member dues, Federal grants, conferences, and other meetings. Annually, Council allocates approximately four to five percent of its investment portfolio to support operations, special initiatives, and innovations.

IRS 990 tax forms for fiscal years 2013, 2014, and 2015 are available at http://bit.ly/APS_990s (registration may be required.) APS expects to provide additional financial information to the finalist candidates.

STAFF

The Executive Director (ED) hires, leads, and directs the staff. The leadership team, which reports directly to the ED is comprised of the Deputy Executive Director for Finance and Administration, as well as directors of Education, Science Policy, Marketing and Communications, Membership and Meetings, and Publications.

A list of staff by department is available at <http://www.the-aps.org/fm/About/APS-Staff-Directory>. The organizational structure is shown in Figure 1.

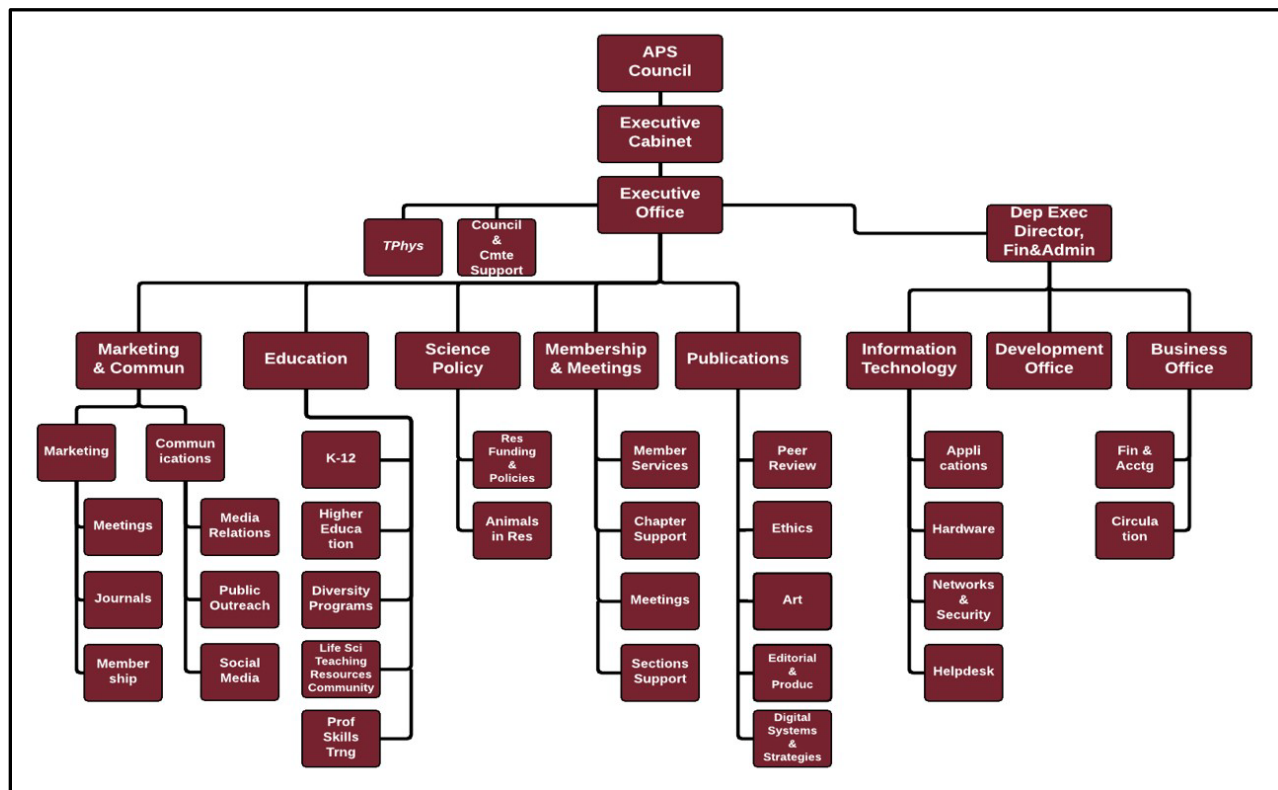


Figure 1. APS Organizational Chart.

APS has a stable staff. The average and median staff tenure is approximately 12 years with a range of 1 month to 36 years. More than 14 staff have been with APS for more than 20 years.

MEMBERSHIP

APS has more than 10,500 members in a variety of membership categories to accommodate all interest levels and career stages. Members are dispersed geographically: 76 percent in the US, 9 percent in Europe, 9 percent in Asia, and 6 percent other. APS has 12 active disciplinary sections, including cardiovascular (21% of all members), cell and molecular physiology (13%), and environment and exercise physiology (11%).

Table 1. Membership Categories

| Category; % Membership | Eligibility | Annual Dues |
|------------------------|---|--------------------|
| Regular Members (75%) | Individuals conducting original research in physiology | \$200 |
| Student Members (18%) | Students engaged in physiological work at under/graduate institutions | \$25; 5 yrs. max. |
| Emeritus Members (3%) | Retirees who have been APS members for more than 10 years | No dues |
| Affiliate Members (1%) | Individuals interested in physiology; no evidence of scholarly work | \$115; 5 yrs. max. |

Members with 15 years of continuous membership who meet four of six criteria demonstrating outstanding professional career achievements, leadership, and service may apply to become an APS Fellow (FAPS).

The current retention rate is 89 percent for all members. Decreases in NIH funding, a dwindling job market, market saturation of specialty societies, poorly valued member benefits, an aging membership, and a lack of interest in membership societies by certain market segments, among other reasons have caused a decline in membership of between two and five percent per year. Changes are under consideration to attempt to correct this trend (e.g., eliminating the member approval process and increasing member awareness of benefits, including awards and grants, and hiring a senior director focused on membership recruitment and retention.)

COMMUNICATIONS

APS uses a variety of communication vehicles to keep the physiological sciences community updated on organizational news and research advances. APS publishes 15 respected scholarly journals, books produced in partnership with Springer, and a newsletter (six issues/year), *The Physiologist*, featuring announcements, articles on Society affairs, issues of interest to members, and abstracts from APS specialty conferences. Journals are:

- | | |
|---|----------------------------------|
| AJP - Cell Physiology | Journal of Neurophysiology |
| AJP - Endocrinology and Metabolism | Physiological Genomics |
| AJP - Gastrointestinal and Liver Physiology | Physiological Reviews |
| AJP - Heart and Circulatory Physiology | Physiology |
| AJP - Lung Cellular and Molecular Physiology | Advances in Physiology Education |
| AJP - Regulatory, Integrative, & Comparative Physiology | Comprehensive Physiology |
| AJP - Renal Physiology | Physiological Reports |
| Journal of Applied Physiology | |

APS communicates through a variety of social media platforms focused on general information, journals, and sections. Facebook has 19 different feeds with a combined followership of nearly 55,000. Twitter has 13 feeds with a combined followership of nearly 21,500. APS maintains two YouTube channels with some 26,000 views, and two LinkedIn groups, three podcasts, and four blogs. (See www.the-aps.org/social.)

APS owns nearly 50 domain names, including the main APS website (the-aps.org), various journal sites, and the related society Association of Chairs of Departments of Physiology (acdponline.org). Some are used to link to K-12 education resources (phizzlybear.org), Physiology Understanding Week or “PhUn Week” (phunweek.org), and Experimental Biology 2018 meeting (<http://apsebmeeting.org/eb2018/>).

EDUCATION & OUTREACH

APS engages directly with scientists, the public, students and educators.

| | |
|------------------------------|--|
| K-12 | Building networks between physiologists and teachers and developing resources (curricula, teacher development, physiology outreach materials.) |
| Undergraduate | Encouraging excellence in physiology education and the development of young scientists. Programs, fellowships, activities, and career resources are available for students and faculty |
| Graduate/ Professional Ed | Offering opportunities for student study, travel, and interaction with experienced physiologists. Educational materials offer tools to improve teaching and learning. |
| Continuing Ed | Offering awards, refresher courses, mentoring resources, and educational materials to promote continuing professional development for members and excellence in physiology education for students. |
| Minority Programs | Increasing the overall participation of minorities from racial and ethnic groups currently underrepresented in science, technology, engineering, and mathematics (STEM) fields in the US. |

APS organizes the Physiology Understanding or “PhUn Week” – a nationwide annual education event that encourages physiologists to engage local students in science explorations. Following the recent strategic planning meeting, APS is considering how to optimally allocate its resources among the different education levels. Some believe that resources could be used more effectively at the graduate, post-doctoral, and early career professional levels, given that these groups need more help to actively grow labs in which physiology is practiced.

MEETINGS AND CONFERENCES

The APS sponsors several scientific meetings each year. Experimental Biology (EB) serves as APS’ annual meeting and is conducted jointly with other member societies through the Federation of American Societies for Experimental Biology (FASEB) (<http://experimentalbiology.org>). This interdisciplinary, biomedical, and scientific meeting features plenary and award lectures, symposia, oral and poster sessions, a placement center, and exhibit hall. Held in April of each year, the meetings are contracted through 2020. EB 2017, held in Chicago, attracted over 14,031 paid attendees (12,741 in 2016 (San Diego); 14,321 in 2015 (Boston)). EB 2018 will be held in San Diego, on April 21-25, 2018. APS anticipates selecting a new ED in time for her/him to attend the meeting.

The APS also offers two or three important, specialized conferences per year, highlighting specific areas of physiological research or education. An upcoming conference list is at <http://www.the-aps.org/mm/Conferences>.

PUBLIC AFFAIRS; OUTREACH

The Office of Science Policy (OSP) is staffed by a director, associate director, analyst, and web specialist. They inform members about key issues at the state and federal levels and provide advocacy and outreach training. The primary issues include advocating for increased research funding, and against unnecessary restrictions on the use of animals in research, and education. Staff prepares letters, testimony, and statements expressing the views of the APS and provides opportunities for members to express their views as constituents to Members of Congress.

OSP distributes a monthly email bulletin, *Science Policy News*, tweets through its Twitter account @SciPolAPS (2,600 followers), hosts Congressional Lobby Days twice a year, and works closely with FASEB’s Office of Public Affairs. (See <http://www.the-aps.org/mm/SciencePolicy/Advocacy> and <http://www.the-aps.org/mm/SciencePolicy/News-and-Updates>.)

Annually, APS’ Early Career Advocacy Fellows program selects two early career investigators for a two-year policy fellowship. The Fellows participate in Science Policy Committee meetings and discussions of emerging issues and develop an independent project.

TECHNOLOGY

Five IT staff oversee applications, hardware, network and security, and provide support. APS uses Personify for its association management system. It is in the process of moving its digital content and hosting services from HighWire to Atypon and bringing some of the related work in house.

One of the key IT challenges is the need for greater coordination among departments. Some departments have built websites independent from the main APS website and developed independent applications, databases, and/or technical support.

ORGANIZATIONAL SELF-ASSESSMENT

In November-December 2017, TMC collected data and conducted one-on-one interviews with individuals on the APS Council, members, and staff. Those stakeholders identified several relevant characteristics of APS as well as some important aspects of the environment in which it operates.

Overall, Council and members expressed optimism. They agreed that a change in executive leadership comes at a good time as it coincides with a new strategic planning effort that highlighted some important near-term and long-term opportunities and challenges. Through this process, stakeholders consistently identified the following strengths, weaknesses, opportunities, and threats or risks.

Strengths

- APS' journals have a long and distinguished history and provide the largest portion of its annual revenue that is needed to maintain healthy financial reserves. The portfolio of journals is respected in the field and has a positive long-term influence in the physiology world.
- A loyal membership
- An increasing number of international members (25 percent)
- Members and staff see the Society's culture as friendly and family-like
- Professional development opportunities for trainees
- Experimental Biology meeting
- Advocacy and science policy
- Long-standing commitment to diversity and to programs designed to increase the participation of minorities from racial and ethnic groups in the physiological sciences
- Education for physiologists
- Participation with peer organizations: American Association of Anatomists (AAA), American Association of Immunologists (AAI), American College of Sports Medicine (ACSM), American Society for Biochemistry and Molecular Biology (ASBMB), American Society for Investigative Pathology (ASIP), Association for the Advancement of Science (AAAS), Association of American Medical Colleges (AAMC), Association of Chairs of Departments of Physiology (ACDP), Federation of American Societies for Experimental Biology (FASEB), Research America!, International Union of Physiological Sciences (IUPS), National Association for Biomedical Research (NABR), Society for Developmental Biology (SDB), Society for Neuroscience (SfN), The American Society for Pharmacology and Experimental Therapeutics (ASPET), and The Physiological Society (UK-based physiological society).

Weaknesses

- Physiology and its place in education and science is in need of redefinition and rebranding
- Marketing and communications, including weak brand discipline and inconsistent communications
- Staff operate in silos and lack cohesion
- Lack of staff training, development, and upward job mobility
- Complexity of organizational structure and governance model
- Mediocre website and technology
- Rotating Council terms and structure makes oversight fluid, at best
- Slight but consistent yearly decline in US membership, average age of regular members (56 years)
- Journals (e.g., impact factors <5, declining number of original research submissions)
- Perception of "old" versus "cutting-edge" society

Opportunities and Threats

APS is the only society in the US solely devoted to physiology. While its domestic membership is aging and declining slightly, its international membership is growing. The Council is aware of these trends, and is engaged and ready to take action. The Sections have been aligned with new programs to foster interest and engagement. APS is a FASEB member with opportunities to partner in joint government relations and human resources, among other activities.

APS is at an inflection point where it needs to position and brand physiology as a discipline and APS as a society to attract and retain new, younger, and existing members. Fluctuating economics of scientific journals has been a reality for the past decade and will likely continue and intensify. The long-term impact on the business model of nonprofit publishers, like APS, is unknown. Scientific societies, however, are aware of the need and they are working to diversify their revenue streams and prioritize their existing programs and services. APS has responded, in part, by establishing a Development Office. Diversifying revenue streams will be important in the years ahead, particularly if publishing revenue declines.

APS must continuously adapt to the recent realities affecting scientific publishing, including attention to increase the relevance and respect of the journals, as seen through increasing impact factors and article submission rates.

EXECUTIVE POSITION

POSITION SUMMARY

The Council recognizes that anyone replacing a long-tenured executive will require a higher level of support from the Council, elected leaders, and staff. The Council will develop an onboarding plan to help ensure the successful integration into the culture and content of APS and the profession. The plan will suggest names of key individuals who can serve as organizational guides and subject matter experts for the incoming executive. The onboarding plan will also identify meetings, training, and/or documents to help the new executive get up to speed as quickly as possible.

QUALIFICATIONS

| | Required | Preferred |
|-------------------|--|---|
| Experience | Executive-level or leadership experience in nonprofit organizations working with scientists and profit and loss responsibility | Experience working in scientific societies, scholarly publications. Committed to making APS better for its members. |
| Education | Bachelor's degree, ideally in science | Advanced degree |

Desired Skills, Characteristics, and Experiences

There is no perfect candidate. No candidate will have mastered or possess all the skills, characteristics, and attributes described herein. Rather, the optimal candidate will bring a mix of experience, qualities, and an established track record in a number of areas, particularly in scholarly publications, organizational management, and staff development, management, and accountability. A Certified Association Executive (CAE) certification from the American Society of Association Executives is desirable.

Characteristics

- Collaborative, transparent, partnering with the Council
- Action-oriented decision-maker and implementer
- Goal-oriented, accountable, meets timelines
- Open-minded
- Outgoing, good people skills, cheerleader for Council, members, and staff

- Agile and willing to change and make difficult decisions
- Intuitive
- Well managed ego, self-aware
- Sense of humor
- Appreciates the work of APS' membership and what they do
- Accountable, delegates authority, enabling others to act

Skills and Experience

- Management of a nonprofit scientific society or similar organization; understands context and relevance
- Profit and loss (P&L) responsibility, strong fiscal awareness and management
- Understands the business model (publications and scientific meetings), fosters growth and sustainability
- Understands nonprofit sector and experience working in membership societies
- Provides staff leadership and management; build high performing leadership team and staff
- Promotes the development of staff at all levels
- Implements the strategic plan, aligns APS and staff to execute the Council's vision and strategy
- Develops and maintains a network of key relationships for the benefit of the Society
- Active listener, open-minded, gives and takes honest feedback, engages in dialogue, respectful
- Excellent communicator, especially with Council leaders and members
- Diplomatically negotiates strategies and priorities with Council
- Meaningfully communicates the vision, strategy, and values of the Society to all constituencies

SPECIAL REQUIREMENTS

The successful candidate must have an appreciation for science, how it works, and its value to society. The culture of science is based on curiosity; intelligence; creativity; empirical evidence gathering (information gathered through observation and experimentation); investigation and scrutiny; honesty, integrity, and objectivity; persistence; education and mentorship; acknowledging the contributions of others; competition; and transparency.

APS and the scientific endeavors it supports requires that candidates not have any ethical, philosophical, moral, or other reservations in representing and supporting its missions, activities, and programs in any of the following and related activities: evolution; physiology; use of animals, humans, or cadavers in research and/or testing; use of human fetal tissue; cloning; genetics, gene therapy, or genetic modification; stem cell research; assisted reproduction research; and climate change.

POSITION DESCRIPTION

SUMMARY: The Executive Director (ED) of the American Physiological Society (APS) is the chief staff officer responsible for leading and managing APS and its staff and operations in adherence with APS Bylaws and policies. The ED collaborates with volunteer Council leaders in the development of strategy and relevant plans and policies to fulfill APS' mission. The ED is responsible for stewarding APS' resources to accomplish the organization's strategies and provide high-quality products and services to its members. The ED provides effective leadership to APS and within the physiological science community by: (1) overseeing and directing APS' business and staff ensuring the continued excellence of APS' programs, products, and services; (2) recommending and establishing objectives, plans, and policies that address both near- and long-term needs, opportunities, and threats; and (3) representing APS.

ACCOUNTABILITY: The Executive Director is appointed by and is responsible to the Council.

DUTIES AND RESPONSIBILITIES:

Leadership

- Works collaboratively with stakeholders to achieve mutually beneficial outcomes.
- Builds a culture sensitive and responsive to the needs, interests, and values of its stakeholders.
- Assures that productive business and membership models sustain the organization.
- Serves as APS spokesperson as directed by Council to the scientific community and beyond.
- Advocates for issues relevant to the Society, its services, and constituencies.

Governance

- Works with the Executive Cabinet to enable the Council to fulfill its governance functions and facilitate the optimum performance by the Council, its members, and committees, and relevance to APS' members.
- Provides Council with the information necessary to support decision making and effective governance.
- Monitors activities of all committees to facilitate missions and ensure adequate resources.
- Together with the Executive Cabinet members, develops the agendas for Council and business meetings.
- Brings key issues to the Council and/or its committees.
- Participates in Council's deliberations in determining its values, mission, vision, and goals.
- Facilitates with Council the development and implementation of a strategic plan
- Monitors and regularly reports on plan progress and ensures an annual review of the plan.
- Scans the external environment continuously and collects and examines data on changes effecting APS.
- Serves as ex officio, non-voting member and record keeper for the Council and Executive Cabinet.
- Keeps Council fully informed on the state of the Society and important internal factors and trends.

Management

- Provides general oversight of all Society activities, manages the day-to-day operations, and assures a smoothly functioning and efficient organization.
- Builds, develops, and promotes an effective and cohesive senior leadership and staff teams.
- Plans for key staff and senior staff successions.
- Establishes benchmarks for staff according to priorities outlined by Council
- Maintains program quality and organizational stability through development and implementation of standards, controls, systems, procedures, and evaluation, and maintenance of a current Operational Guide.
- Recruits, retains, supports, and evaluates quality staff and volunteers.
- Develops staff at all levels, including mentoring and training, as appropriate.
- Conducts staff performance evaluations per the Council-approved employee handbook.

BOARDS, COMMITTEES & COALITIONS:

The ED represents APS on the FASEB Executive Officers Advisory Committee (EOAC) and other FASEB committees as may be appropriate. The ED may attend the FASEB Board meeting as an invited guest. The ED regularly participates with Research America. APS, through its staff representatives participates on multiple coalitions, including the Ad Hoc Group for Medical Research, American Association for the Advancement of Science (AAAS), Americans for Medical Progress (AMP), Association of American Medical Colleges (AAMC), National Association for Biomedical Research (NABR), and the Scientific Society Publisher Alliance (SSPA). The ED may delegate responsibility for participation on boards, committees, or coalitions to staff, as appropriate.

REQUIREMENTS: Periodic domestic and some international travel is required. Work outside of normal business days and hours is required. Must be authorized to work in the US. English language proficiency required. Background, credit, and references checks are required. Position requires extensive computer work.

SUBJECT TO CHANGE: Responsibilities, requirements, and authorities are subject to change, as warranted.

EVALUATION: The Council envisions implementing a 360-degree evaluation process annually.

STATUS: Full-time, Exempt, under a contractual relationship

APPROVED: [DATE] by the APS Council

END POSITION DESCRIPTION

ANTICIPATED PRIORITIES

Within the first six months of her or his tenure, the APS ED can expect to

- Review APS staff organization
- Improve and standardize APS brand and messaging across the society
- Improve the APS marketing strategy across the society
- Improve communications with membership
- Work with Council to implement the strategic plan
- Work with EB societies on plans for the upcoming EB meeting and meetings after 2020

Within the first 12 months of her or his tenure, the APS ED can expect to

- Gain in-depth knowledge of the publications program
- Review all financial aspects of society
- Review performance of all current APS programs
- Develop plan for retaining and increasing membership
- Strengthen the APS conference program
- Support fundraising efforts for the Society and its sections
- Develop programs, if approved by Council (e.g., post-doctoral research fellowship, higher impact journal, expanded APS conference program, etc.)

Within the first 18 months of her or his tenure, the APS ED can expect to

- Aid development efforts to raise funds for Council-approved programs
- Work with Council to sunset programs that are either ineffective or lower priority going forward

COMPENSATION

APS intends to offer a three-year employment contract and competitive compensation package to the successful candidate. Total remuneration will be commensurate with not-for-profits of a similar size and scope based on recent review of compensation data conducted by independent, third-party consultants. This position may be eligible for relocation support in an amount to be determined. APS offers a standard benefit package to its eligible employees, for example:

- Leave: Annual Leave - Up to 24 days per year based on length of service; accumulation up to 30 days per year; 1 day a month sick leave (accrues without limit). Flexible Leave to care for ill child, spouse, or parent; family medical leave; maternity and pregnancy leave and recovery; bereavement leave
- Holidays: 10 days annually
- Insurance: Health, dental, vision plan; group life; business accident; short-term and total disability
- 403(b) Retirement Plan: 10 percent match with 2.5 percent employee contribution
- 457(b) Deferred Compensation Plan

- Employee Assistance Plan
- Flexible Spending Account
- Pre-tax premium plan
- Child and Elder Support
- Educational assistance/training and development
- Free parking
- Cell phone and laptop for business use

APPLICATION INSTRUCTIONS

Jackie Eder-Van Hook, PhD, President, Transition Management Consulting, Inc. is conducting this search. Interested applicants must submit a cover letter, current resume (preferred over a CV), and a desired salary range online at www.TransitionCEO.com/careers no later than February 23. All are required. Applications will be reviewed on a rolling basis; candidates should submit their materials as early in the process as possible.

APS expects to hold two sets of in-person interviews with candidates in the Metro Washington, DC area on March 12-13, 2018, and April 9-10, 2018. It is anticipated that the search will conclude in the Spring/Summer of 2018. APS expects that the successful ED candidate will begin as soon as possible after the conclusion of the search, and APS and the successful candidate will negotiate the actual start date. The successful candidate should plan to attend the EB meeting in San Diego on April 21-25, 2018.

| KEY DATES |
|-------------------------------------|
| Recruitment: 1/15 to 2/23/18 |
| Interview 1: 3/12-13/18 |
| Final/Interview 2: 4/9-10/18 |
| Start Date: TBD Early 2018 |

Finalist candidates are required to undergo a background check, including, but not limited to, criminal, civil, public records, social media, credit, and reference checks. Candidates must be authorized to work in the United States to be considered.



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A national leader in providing interim management, executive search, and consulting to associations and nonprofits, Transition Management Consulting, Inc. serves as a trusted advisor to boards of directors and executives.

PROFILE METHODOLOGY

The APS Search Committee and TMC developed this Organizational and Candidate Profile using various data collection methods, including input from selected Council members and staff, discussions with the Search Committee, leadership and stakeholder input, and document review. It identifies, prioritizes, and communicates the skills, knowledge, and qualifications desired in the organization's next executive as well as some of the current opportunities and challenges facing the organization. The information contained herein, while believed to be accurate, is not guaranteed and may not identify all pertinent issues. Candidates are strongly encouraged to review the organization's website and seek out additional information to help them make their own independent assessment of the organization and whether their skills, abilities, personality, and experiences might be a good fit with the organization's needs and culture. Nothing in the job posting or description shall be construed as an offer or guarantee of employment.

American Physiological Society is an Equal Opportunity Employer.