CoTFC Purpose and Structure

The purpose of the Council of Task Force Chairs (CoTFC) is to serve as the vehicle for communication about activities of the task forces throughout the APPD. To accomplish this, the CoTFC will:

- communicate with the APPD Board of Directors and members,
- ensure the task forces are aware of each others’ activities and are working together where and when appropriate,
- provide oversight of the activities of the task forces, and
- serve as the venue for task force chairs to meet, discuss, and collaborate on issues pertinent to pediatric residency and fellowship program directors.

The Council of Task Force Chairs (CoTFC) includes ten members: the Chair and Vice Chair of each of the five APPD Task Forces, the APPD President-Elect, and the Chair of the Council.

The Council of Task Force Chairs (CoTFC) will meet face to face at least once during the year (at the APPD Annual Spring Meeting), as well as via teleconferences throughout the year, as needed.

CoTFC Leadership

The APPD Board of Directors will select a Chair of the Council of Task Force Chairs whose responsibilities will include the following:

- Provide guidance and facilitate organizational support from the APPD for task force projects which address the APPD Strategic Plan and the charge to each task force (see list of Charges below)
- Oversee structure, membership and leadership for each task force
- Facilitate balance and/or inter-task force communication regarding projects in order to maximize efforts and ensure accountability of task forces to be on track to complete deliverables required by the APPD Board or membership, or defined by the charge to each task force
- Provide leadership during selection process of APPD Special Project Grant Proposals, including the review of all submissions, leading and facilitating discussion on conference calls, communication/notification to lead investigators regarding request for full proposals and final decision, serving as liaison to the APPD Board for budgeting and approval, and presenting the awards during the APPD Members’ Meeting at the APPD Annual Spring Meeting
- Serve as the communication liaison to facilitate discussion and organize meetings and conference calls, or other means of communication, to ensure open and
updated lines of communication among task force leadership, membership, and the APPD Board. Specifically to:
  o Organize and lead CoTFC face-to-face meeting during APPD Annual Spring Meeting
  o Organize and lead conference calls and email communications as needed for updates and new tasks discussion
  o Review materials submitted from task forces (communications, reports, news, etc.)
  o Provide updates as requested, or be proactive when necessary, as it relates to communicating with the APPD Board
  o Ensure that task force chairs submit twice yearly reports to the APPD Board to update the Board on task force activities, goals outlined in the APPD strategic plan, and clear “asks” they might have of the Board.
  o Assist the Board in responding to task force reports and requests

Nominations for Chair of the CoTFC will be solicited from the APPD Board and Task Force Chairs (the Chair of the CoTFC may not be a Chair of a Task Force while serving as Chair of CoTFC). The position of Chair of the CoTFC is a two-year term with the option of a second term if mutually desired by the Board of Directors and the Chair completing a first term.

Task Force Structure

Task Force membership is open to all APPD members. There is no additional fee, requirement, or specific skill needed. Interested members may join a task force by attending a Task Force Meeting during the APPD Annual Spring Meeting or they may contact the task force leadership for information on ongoing activities between meetings in which they may become involved.

Each APPD Task Force is led by a Chair and Vice Chair, each serving a two-year term in that position (the Vice Chair will become Chair at the end of the Chair’s two-year term). The Chair and Vice Chair are nominated by the task force leadership, from among the task force membership, and names and credentials of nominees are provided to the APPD Board for consideration and final approval. The Chair and Vice Chair may come from any member category (i.e. the Chair does not have to be a categorical program director). The Chair and Vice Chair will both represent their task force on the CoTFC.

If for any reason a Task Force Chair or Vice Chair cannot fulfill their appointed term, the Chair will notify the APPD Executive Director that a vacancy will occur and will work with the APPD Executive Director to develop a timeline for selecting a new Chair or Vice Chair (including APPD Board approval).
Responsibilities of Task Force Chairs and Vice Chairs

- **APPD Special Project Grant Proposals:** Either the Chair or Vice Chair of each task force is responsible for reviewing and scoring all of the initial special project proposals received and participating in a CoTFC conference call to discuss scoring and decide who should submit a full proposal. Following receipt of full proposals, the same Chair or Vice Chair will review and score full proposals and participate on a CoTFC conference call to discuss which project(s) should be recommended to the Board for funding.

- **APPD Annual Spring Meeting Program Committee:** Identify task force members who wish to be considered as reviewers of workshop and poster abstracts.

- **APPD Share Warehouse Liaison:** Help populate the APPD Share Warehouse and encourage task force members to post their materials in the Share Warehouse and to search for documents there.

- **APPD Strategic Plan – Task Force Tasks:** From the Strategic Plan, extract portions assigned to a specific task force and help accomplish the goals/strategies.

- **APPD Strategic Plan -- CoTFC Tasks:** From the Strategic Plan, extract portions assigned to the CoTFC and help accomplish the goals/strategies.

**Charges to Individual APPD Task Forces**

**Assessment**

The APPD Assessment Task Force is charged with: a) understanding the needs of APPD membership in the domain of learner, faculty and program assessment and b) communicating to APPD leadership proposed areas of development of assessment instruments and procedures. As well, the Task Force will serve as a group of content experts (program directors and leaders) who assist pediatric residency programs in improving and implementing their assessment procedures. Such procedures may include assessment and feedback to individual trainees and faculty, as well as evaluating curricular or programmatic activities.

**Curriculum**

The APPD Curriculum Task Force is charged with: a) understanding the needs of the APPD membership in the domain of curriculum and b) communicating to APPD leadership ways in which APPD can take a lead role in promoting and developing training curricula that meet RRC requirements, prepare residents for certification and, most importantly, reflect the current needs of children in our society. As well, this Task Force will also serve as a group of content experts (program directors and leaders) who assist Pediatric programs in improving and implementing curriculum, including proposing to the APPD leadership an infrastructure for curriculum development.

**Faculty and Professional Development**
The APPD Faculty and Professional Development Task Force is charged with: a) understanding the needs of the APPD membership in the domain of faculty development and b) communicating to the APPD leadership proposed areas of meeting programming and curricular materials that address the APPD membership (program directors and leaders) needs regarding professional development. These areas of professional development may include faculty teaching skills, for example.

**Learning Technology**

The APPD Learning Technology Task Force is charged with: a) understanding the needs of the APPD membership in the domain of technology; b) identifying and evaluating technology, including software, computers, personal digital assistants, telecommunication devices, and wireless technologies; and, c) communicating to the APPD leadership recommendations for technology solutions for APPD members (program directors and leaders). As content experts, members of this Task Force will be called upon to work collaboratively across all APPD task force groups to advise and assure integration of technology.

**Research and Scholarship**

The APPD Research and Scholarship Task Force is charged with: a) understanding the needs of the APPD membership in the domains of research and scholarship; b) supporting the APPD's organizational processes and procedures that promote and support APPD member research and scholarship; and, c) informing the APPD leadership regarding ways in which research and scholarship can be supported for all APPD members (program directors and leaders).