****

**APPD COORDINATOR COMMUNICATION WORKGROUP**

**GUIDELINES**

**REVISION DATE 3/24/2021**

1. **VISION**

In accordance with the vision of the Association of Pediatric Program Directors (APPD), the APPD Coordinator Communication Workgroup (CCW)is responsible for the development and execution of the of the CoorCOMM newsletter. Members of the CCW will work within the mission and vision of the APPD while fostering growth and leadership. The following information regarding membership requirements and responsibilities of the APPD CCW are as follows:

1. **MEMBERSHIP**
   1. The At-Large Year 3 of the Coordinators’ Executive Committee (CEC) is Leadof the CCW
   2. Volunteers must be an active member of the APPD
   3. Volunteers to this workgroup should have three (3) years of experience as a program coordinator/administrator, or equivalent experience working in medical education
   4. Volunteers must submit a CV and Letter of Interest to the workgroup Lead for review and approval
2. **MINIMUM MEETING ATTENDANCE:**
   1. Member of the CCW must attend monthly conference calls
   2. If members of the CCW are unable to attend the monthly call, they should be able to communicate via email with the workgroup
   3. If members of the CCW miss more than 4 consecutive calls without notification, and no electronic communication, the APPD CCW Lead along with the member(s) will review their continued membership
   4. If a member wishes to resign from the APPD CCW they should contact the Lead with at least 30-days’ notice
3. **RESPONSIBILITIES**
   1. The CCW is responsible for the quarterly newsletter distributed to the program coordinators/administrations of the APPD
   2. Lead will serve as a leader of the copy/writing for the quarterly newsletters and other APPD communication as necessary
   3. Lead provides monthly verbal/written updates to the CEC
   4. Lead works with CEC and CCW members to ensure APPD is represented in a professional manner
   5. All members of the CCW are responsible in the collation and dissemination of information to all coordinators/administrators in a timely and professional fashion
   6. Lead is responsible for the development and management of the Coordinator’s section of the APPD website
   7. Members are responsible for suggesting and collaborating in on content to provide in the quarterly newsletter
   8. Lead is responsible for posting the newsletter in APPD Connect