

### **Chief Resident Executive Committee Chair Roles/Responsibilities**

The Chair shall prepare the agenda for and preside at the meetings of the Committee in addition to the Grassroots Forum for Chief Residents held at the annual APPD spring meeting. The Chair shall be an excellent communicator with creative ideas for advancing the role of the Chief Resident on the local level as well as in the field of pediatrics. The Chair will be responsible for responding to concerns of the membership, and for identifying opportunities for the membership throughout their term. The Chair will be assisted by other officers and members-at-large and may seek advice from others as needed. Finally, upon completion of the Chief Resident year, the Chair will move into the Past Chair role, during which time advice and guidance will be provided to the new Chair.

- Ensure conference calls with the Committee occur at least every other month
- Assume responsibility, in consultation with the Co-Chairs of the Chief Resident Forum, for twice yearly report to the APPD Board of Directors\*
- Promote communication with Chief Resident members of the APPD to assure that member perspectives are represented, including, but not limited to:
  - Annual needs assessment of Chief Resident membership
  - Submission of articles/reports/updates to the monthly APPD bulletin, as able
  - Submission of material to APPD Share Warehouse
  - Chief Resident specific content for annual spring meeting

\*In-person presentations to the Board would be assumed by the Co-Chairs of the Chief Resident Forum, if requested.

### **Chief Resident Executive Committee Vice-Chair Roles/Responsibilities**

The Vice Chair shall assist the Chair in their duties listed above, and serve in place of the Chair when necessary. The Vice Chair should design and keep updated the APPD Chief Resident website and moderate Discussion Board content when applicable.

### **Chief Resident Executive Committee Secretary Roles/Responsibilities**

The Secretary will ensure that the minutes of any meeting of the Committee are recorded and submitted to the APPD Board of Directors within two weeks.

### **Chief Resident Executive Committee At-Large Roles/Responsibilities**

The at-large members of the Committee will participate in Committee meetings and contribute to the advancement of the Chief Resident and Chief Resident-related APPD content, electronically and in person at the spring meeting. They will participate in activities and projects as dictated by the Chair.

### **Chief Resident Executive Committee Faculty Mentor Roles/Responsibilities**

The faculty mentors of the Committee will participate in Committee meetings and contribute to the advancement of the Chief Resident and Chief Resident-related APPD content, electronically and in person at the spring meeting. Specifically, they will offer perspective on the APPD mission, structure, and perspective. They will participate in activities and projects as dictated by the Chair.