1. **VISION**

In accordance with the vision of the Association of Pediatric Program Directors (APPD), the APPD Coordinator Mentor Workgroup (CMW) seeks to support the education and engagement of all Program Coordinators through mentoring. Mentoring in this sense is on a large scale with a focus on networking, support, and sharing resources, rather than one-on-one, traditional mentorship. The information regarding membership requirements and responsibilities of the APPD CMW are as follows:

1. **STRUCTURE**
   1. The CMW will be comprised of:
      1. CMW Lead: 2nd Year At-Large Member, APPD Coordinators’ Executive Committee (CEC)
      2. CMW Co-Lead: 1st Year At-Large Member, APPD CEC
      3. Region Representatives: Two to three (2 to 3) volunteer representatives from each of the eight (8) APPD Regions
      4. All CMW meetings and events are open to every APPD CEC Member.
   2. The CMW Lead, Co-Lead and Region Representatives will meeting bi-monthly (every other month) to plan upcoming events and discuss opportunities for members to engage in the mentor network.
   3. The CMW Lead, Co-Lead and Region Representatives will host one Coordinator Virtual Café each quarter.
   4. The CMW Lead, Co-Lead and Region Representatives will write the content for the CMW Section of CoorCOMM each quarter.
2. **COORDINATOR MENTOR WORKGROUP CHAIR AND CO-CHAIR**
   1. **RESPONSIBLITIES AND EXPECTATIONS**
      1. Coordinate and execute virtual meetings with the Region Representatives, bi-monthly (every other month).
      2. Prepare and share objectives for each bi-monthly meeting with the Region Representatives.
      3. Prepare and share minutes from each bi-monthly meeting with the Region Representatives and the APPD CEC. These minutes should include:
         1. Attendance for the meeting
         2. Planned objectives
         3. Objective outcomes
         4. Plans for following meetings
         5. Review Region Representative Succession Plan
      4. Engage Region Representatives in planning topics and logistics for each quarterly Coordinator Virtual Café, hosted by the APPD CMW.
      5. Engage Region Representatives in planning content for the CMW Section of CoorCOMM each quarter.
      6. Be available, engaged, and communicative with Region Representatives, sharing information, updates, resources, and more on behalf of the APPD CEC.
      7. Facilitate shared learning/training, networking, problem-solving, and best practice development.
   2. **MEETING EXPECTATIONS**
      1. CMW Lead and Co-Lead should meet at least bi-monthly or at the frequency that is prudent to the needs of the APPD CMW.
      2. CMW Lead and Co-Lead must attend the quarterly APPD CMW Virtual Café.
      3. If both the CMW Lead and Co-Lead are unavailable to lead the bi-monthly APPD CMW Region Representative meeting, the meeting will be rescheduled with adequate notice to the Region Representatives.
3. **COORDINATOR MENTOR WORKGROUP REGION REPRESENTATIVE** 
   1. **MEMBERSHIP**
      1. Volunteer Region Representatives must be current members of APPD.
      2. Should have three (3) years of experiences as a program coordinator, administrator, manager, etc., or equivalent experience working in medical education.
      3. Should have an interest in mentoring coordinators from both their region and nationally.
      4. To apply for a Region Representative position, interested parties should submit a letter of interest and CV to the CMW Lead and Co-Lead. The APPD CMW will review the submission for approval.
   2. **RESPONSIBLITIES AND EXPECTATIONS**
      1. Participate in planning topics and logistics for each quarterly Coordinator Virtual Café, hosted by the APPD CMW.
      2. Participate in planning content for the CMW Section of CoorCOMM each quarter.
      3. Assist in finding mentors, as requested, by mentees in their region.
      4. Report to the APPD CMW regarding any regional updates or pertinent regional information.
      5. Participate in succession planning and find volunteers to take over their position toward the end of their term.
      6. Region Representatives are encouraged to present at any regional and national conferences (APPD, ACGME, AHME, Subspecialty Conferences, etc.).
   3. **MINIMUM MEETING ATTENDANCE**
      1. Region Representatives must attend bi-monthly virtual CMW meetings.
      2. If Region Representatives are unable to attend the bi-monthly CMW virtual meeting, they should notify the APPD CMW Lead and Co-Lead with as much notice as possible.
      3. If a Region Representative misses more than two (2) consecutive meetings without notification, the APPD CMW Lead and Co-Lead will follow up with the Region Representative to review their continued membership.
      4. If a Region Representative wishes to resign from the APPD CMW, they should contact the CMW Lead and Co-Lead via email with at least 30-days’ notice (barring extenuating circumstances). This will allow the CMW Lead, Co-Lead, and the Region Representative to discuss the status of their region.
         1. Any remaining Region Representatives will work with the CMW Lead and Co-Lead to find a replacement.