Association of Pediatric Program Directors

How to Get More Involved with APPD Leadership

APPD Leaders

December 12, 2023

Huge thanks to our panelists



Pat Poitevien
APPD President



Becky Blankenburg
APPD Past President



Megan Aylor
APPD President Elect



Mike Weisgerber
APPD Secretary/
Treasurer



Ross Myers
Board Member
At-Large



Aisha Barber
Board Member
At-Large



Joanna Lewis
Nominations
Committee



Beth Nelsen
Nominations
Committee



Meg McNamara
Chair
PD Exec Com



Sarah Hilgenberg
Chair
APD Exec Com



Suzie Reed
At-Large Member
APD Exec Com



Tina Cochran
Chair-Elect
Coordinators Exec
Com



Hayley Gans
Chair-Elect
FD Exec Com



Mike Dell
Chair
VCE Exec Com

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Learning Objectives

1. Learn about open APPD Leadership Positions

2. Imagine the impact one can make through these APPD Leadership Positions

Process

- Due date: January 11, 2024

- Application:
  - Biosketch
  - Letter of support
  - Photo of the nominee

- If self-nominating, please send:
  - Letter of interest (from nominee)
  - Letter of support (from someone else)
  - Biosketch
  - Photo of the nominee

- Recommend: assemble and prepare all materials before beginning the online nomination. The nomination system will not save unsubmitted information that may be impacted by your current session timing out due to inactivity. Only one nomination may be submitted at a time, but you may submit more than one.

Process

- After the deadline, the Nominations Committee will convene to review nominations, make recommendations to the Board of Directors and finalize the ballot by mid-February.

- Application:

  https://apps.appd.org/nominations/begininc.cfm

Requirements

- Nominees must be current APPD members through their pediatric program membership.

- Note regarding APPD Officers: President-Elect, President and Immediate Past President shall be current categorical program directors, or at the time of the APPD election shall have left their position as categorical program director within the last two years, and have had at least five years experience as a categorical pediatric program director. Other board positions are open to any role type.

Open Positions

- President of the APPD Board of Directors
- At-Large Member / Communication Director of the APPD Board of Directors
- APPD Nominations Committee
- Both Chair-Elect and At-Large Member for:
  - Program Directors' Section Executive Committee
  - Associate Program Directors' Section Executive Committee
  - Coordinators' Section Executive Committee
  - Fellowship Directors' Section Executive Committee
  - Vice Chairs of Education Section Executive Committee
- *Learning Community Chair and Vice Chair**
- *Regional Chair and Vice Chair(s)**

**LCs and Regions have different calls for leadership*

President

- 6-year term, 2024-2030 – President-Elect (2024-2026), President (2026-2028), Immediate Past President (2028-2030)
- Serves as the primary spokesperson and advocate for the APPD and its membership
- Prepares the agenda for and presides at APPD Annual Meetings
- Prepares the agenda for and presides at the meetings of the Board of Directors (3 times per year in-person and at least monthly via zoom)
- Monitors the organization's progress toward setting and achieving goals related to the strategic plan and the APPD mission / vision / values
- Responsible for managing concerns and opportunities
- Additional duties noted in the At-Large Member, Board position

At-Large Member/ Communications Director, Board

- 3-year term, 2024-2027
- Represents the APPD membership, providing leadership to the organization
- Act and think strategically, setting goals and strategies for APPD that reflect the needs of members and position APPD to impact positively on pediatric education
- Organizational leadership
- Oversight of programs and services (e.g., Communications Committee, APPD Pages)
- Financial management including adoption of annual budget and independent CPA's financial review or audit
- Ensuring we stay focused and meet the members' needs.
- Attend and participate in APPD Board of Directors' calls and meetings (the Board meets in person 3 times per year (APPD Annual Spring and Fall Meeting and during summer) and at least monthly via zoom.

Nominations Committee

- 2-year term, 2024-2026
- Nominations Committee is responsible for collaboratively and effectively developing a slate of qualified candidates for Board positions to present to the membership for a vote.
- Should be well-respected within the community of pediatric program leadership and medical educators
- Should be able to discern the qualifications of individuals for various elected positions
- Should be committed to putting forth the best possible candidates for each position.

Chair-Elect, Executive Committee

- 3-year term, 2024-2027
- Chair-Elect for
  - Program Directors' Section Executive Committee
  - Associate Program Directors' Section Executive Committee
  - Coordinators' Section Executive Committee
  - Fellowship Directors' Section Executive Committee
  - Vice Chairs of Education Section Executive Committee

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Chair, Executive Committee

- Prepare the agenda for and preside at the meetings of the pertinent section of APPD
- Be responsible for working with section members throughout the year with concerns of and opportunities for the Section
- Communicate, working closely with the APPD Leadership and members
- Ensure conference calls with Section Executive Committee occur at least every two months and that minutes are sent within two weeks to the APPD Board
- Assume responsibility for twice yearly report to the APPD Board of Directors
- Chair Section meetings during the APPD Annual Spring Meeting
- Provide oversight for grassroots sessions and other key components of the spring and fall meetings as they pertain to their section
- Communicate key issues and strategic recommendations to the Board
- Assume responsibility for presentations to the Board, if requested
- Assure that activities of the Section Executive Committee are guided by the APPD Strategic Plan

At-Large Member, Executive Committee

- 3-year term, 2024-2027
- At-Large Member for
  - Program Directors' Section Executive Committee
  - Associate Program Directors' Section Executive Committee
  - Coordinators' Section Executive Committee
  - Fellowship Directors' Section Executive Committee
  - Vice Chairs of Education Section Executive Committee

At-Large Member, Executive Committee

- Ensure close communication/collaboration with APPD Board and Management
- Hold conference calls of the Section Executive Committee at least every two months; submit minutes of all calls to the APPD Board within two weeks of the call
- Communicate with Section members as often as necessary to assure that member perspectives are represented
- Meet onsite during the APPD Annual Spring Meeting
- Develop recommendations to the Board regarding issues pertaining to, or affecting, Section members, including how these align with the APPD Strategic Plan, proposed timeline with action items and outcome measures and what budgetary implications may be connected to these recommendations
- On an ad-hoc basis the Section Executive Committee may communicate to the Board as needed
- Help implement strategic plans in concert with the Board
- Help implement requests from the Board

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At-Large Member, Executive Committee cont

- Identify plans arising from the Section that may help implement aspects of the APPD Strategic Plan
- Encourage Section members to get involved with the work of APPD, including taking on leadership positions
- Develop an election/appointment process to be ratified by the Board of Directors regarding key leadership positions pertaining to the section
- Ensure that Section members are being served by conducting the following, which may be delegated with Executive Committee oversight/input:
  - Annual needs assessment of section
  - Submit articles/reports/updates for the monthly APPD Bulletin, as information is available
  - Plan Section specific forums/tracks at both the fall and spring meetings
  - Ensure Section material of APPD website is up to date / used to meet the members' needs.

Perspectives on Executive Committee Roles



Meg McNamara
Chair
PD Exec Com



Sarah Hilgenberg
Chair
APD Exec Com



Suzie Reed
At-Large Member
APD Exec Com



Tina Cochran
Chair-Elect
Coordinators Exec Com



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- What have you gotten out of the Executive Committee role you have been in?
- Why should others consider these roles?

Learning Communities Chair and Vice Chair

- 4-year term
  - 2 years Vice Chair
  - 2 years Chair
- Attend quarterly meetings of the Council of Learning Community Chairs (3 virtual and 1 in person at Spring Meeting)
- Plan the Spring Conference LC Session
- Develop meetings throughout the year for your LC
- Help LC members develop projects related to the LC
- Note: Some learning communities have additional sub-committee leadership opportunities described on their website or other materials

**Learning Communities have a different call for leadership roles*

Region
Chair and Vice Chair(s)

- 1-3-year term
- Plan the Spring Conference Region Session
- Plan Regional Conference
- Develop meetings throughout the year
- Help Region members develop projects related to the Region

**Regions have a different call for leadership roles*

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Questions?