

**Association of Pediatric Program Directors
Council of Regional Chairs & Regions
Roles and Responsibilities**

Purpose

The Council of Regional Chairs (CoRC) is comprised of ten members: one Regional Chair from each of APPD's eight geographic regions, the APPD Board of Directors' liaison to the Regions, and the Chair of the Council. The purpose of the Council is to provide oversight of the activities of the regions and to provide a venue for Regional Chairs to meet, discuss, and collaborate on issues pertinent to pediatric residency program directors across the country.

Structure

The Council of Regional Chairs (CoRC) will meet face to face at least once during the year (at the APPD Annual Spring Meeting), as well as hold teleconferences throughout the year as needed. It is suggested that the Council of Regional Chairs have at least one conference call during the year. The APPD Board of Directors will select a Chair of the Council of Regional Chairs who will be responsible for chairing the Council of Regional Chairs meetings at the APPD Annual Spring Meeting; nominations will be solicited from the Regional Chairs (the Chair of the CoRC may not be a Chair of a Region while serving as Chair of CoRC). The position of Chair of the CoRC 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.

Regional structure

Each APPD Region is led by one elected Regional Chair with the support of at least one additional elected Chair. Chairs of each region should be from different member categories (program director, associate program directors, coordinator, etc.) and should not be from the same pediatric residency training program. A Regional Chair must be nominated by a member of his/her region, or may self-nominate, and may be from any of the APPD member categories (i.e. the Chair does not necessarily have to be a categorical program director). The elections may be done through the APPD office by mail, electronically, or at a face-to-face meeting. Each program in the region shall cast a single vote in the election for the Regional Chair. (The ballot is sent to the Program Director, but s/he is to confer with the team before casting a vote.) The term for a Regional Chair is two or three years (as determined by each region) and may be renewed for an additional term. One elected Regional Chair will represent the region on the Council of Regional Chairs.

If for any reason a Regional Chair cannot fulfill the elected term, a special election will take place. The vacating Regional 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 electing a new Regional Chair. Nomination for a replacement will be submitted to the appropriate region. A vote will take place to select a new Chair with each program having one vote for this special election. This may be done by mail, electronically, or at a face-to-face meeting.

Agendas of regional meetings should include strategic discussions that support the APPD mission and interface with the agendas of the national meetings. This will ensure bi-directional discussions with the APPD Board. Agendas of these meetings, before they are finalized and shared with the region, need to be shared/discussed with the Chair of the Council of Regional Chairs. The earlier this can be done in the process the better. Meetings should be scheduled at times to avoid conflict with the spring or fall APPD national meetings. (Exceptions: if they are held before, during or immediately following and are taking place in the same geographical location as the national meeting.)

APPD regional dues shall be collected by the national office annually. Note: Regional dues are optional for each region, however, once a region decides to collect dues, the programs within that region must pay its regional dues. Requests for spending the regional money should be submitted to the Board for approval.

The APPD Board has approved the following as expectations for regional projects:

REGIONAL GRANTS

Will allow funding for goals of the region as long as all programs have equal access to apply for that funding. If funding for research grants, please use the Special Project Grant information below as a guide.

SPECIAL PROJECTS GRANT

General Goal: to help members complete strong research projects. Budgets need to have strong justification for all budget items. And in general, we look closely at generalizability/transferability of the proposed research.

Able to fund the following with good justification of why it will help research:

- (1) Software*
- (2) Web platforms*
- (3) Hardware*
- (4) Travel to facilitate PI's meeting, research being done (encourage use of video-conferencing)*
- (5) Consultants' time for Non-APPD Members*
- (6) Other expenditures (such as incentives) that are aligned with the research goals and will help facilitate research being done*

Will not fund:

- (1) Travel to conferences to present results from the Special Projects Grant*
- (2) APPD members' time*

Any regional meeting registration fees shall be handled through the region and those monies, if collected, should be used to offset expenses. If there is a profit, those monies should be sent to the APPD office to be allocated to the region's account.

Any contracts on behalf of APPD should be reviewed and signed by the Executive Director. Regional chairs do not have the authority to sign contracts on behalf of APPD.

Responsibilities

Chair – The Chair of the CoRC facilitates a face to face meeting of Regional Chairs at the APPD Annual Spring Meeting and will provide a written summary of this meeting back to the Board. The Chair may communicate via conference call with Regional Chairs on issues that are of particular interest to the APPD Board or the Regions themselves. In addition, the Chair is responsible for assisting Regional Chairs with issues that directly affect APPD members in their region and help in determining if the APPD, or its Board, may be of assistance. The Chair shall also annually review the financial reports for each region. The Chair will ensure Regional Chairs submit timely reports as requested by the APPD Board, for the APPD Bulletin, etc.

Regional Chairs – The Chairs of each of APPD's eight regions will have the following responsibilities:

- Officially communicating with their region at least twice yearly. This communication may be via the [APPD Connect discussion group](#) or other means
- Attendance on CoRC conference calls

- Attendance by one regional chair per region (designated to represent all chairs from that region) at face to face meetings
- Submit a report of activities and future plans twice yearly to the APPD Board, prior to the APPD Spring and Fall Meetings.
- Submit a regional article for the APPD Bulletin, which may serve as part of their official communication with region
- Coordinate regional meetings, if they occur
- Within two weeks of the regional meetings conclusion, provide minutes to the CoRC and Executive Director for their review and ultimate posting on the website
- Coordinate the election for a new regional chair when term ends
- Track and allocate funds generated by regional dues, per the region expectations and in accordance with the APPD Policy on Commercial Support (see below)

APPD Policy on commercial support

(Adopted June, 2007 - Revised 9/25/09 - Revised 11/20/09)

As a provider of high quality continuing education through our meetings and other products, the Association of Pediatric Program Directors (APPD), has always been and will continue to be dedicated to providing an unbiased and balanced approach to continuing education. Educational grants from pharmaceutical companies, if any, are accepted only with the understanding that:

1. All grants have to come through the APPD office and will be put in an educational fund.
2. APPD has complete control over the determination of topic, faculty and content;
3. Educational grants are not for the purpose of promoting any product;
4. APPD does not permit presentations by sales representatives associated with funding; and
5. APPD will acknowledge contributions to the unrestricted educational fund in our Annual Report and will not put individual pharmaceutical companies' names on any specific products or materials.

APPD is the central organization and this policy applies to all aspects of the organization, including national and regional.

