

## APPD Job Descriptions – 2025 Election:

All APPD Board Members are expected to:

Represent APPD membership and provide leadership to the organization. Board members should think and act strategically, setting goals that reflect members' needs and position APPD to positively influence pediatric education now and in the future. Shared responsibilities include:

- Organizational leadership
- Oversight of APPD programs and services
- Financial management, including approving the annual budget and reviewing the CPA's financial audit
- Ensuring APPD remains dedicated to supporting its members evolving needs.

Board members are expected to attend and participate in regular Board calls and meetings (2-3 in-person meetings per year during the Annual Spring and Fall Meetings, and monthly virtual meetings). Board Members often represent APPD at 1-2 meetings of other national organizations annually and may also help lead APPD meetings and calls. They should become familiar with APPD's finances, policies, and programs, and promote APPD's mission in the community. A Board Member may spend one to several hours a week on APPD related responsibilities. Personal characteristics desired of Board Members are:

- ability to be collaborative with other people and organizations.
- act in a selfless manner and place the APPD's best interests first.
- ability to adapt and be flexible in actions and thinking.
- possesses a strong sense of creativity, duty and practicality.
- and display kindness towards and respect for others.

Lastly, Board members are also encouraged to support APPD financially based on their ability.

### APPD Board Positions

- ❖ The **Secretary-Treasurer** (three-year term, 2025-2028) should have experience with, and an understanding of, financial statements/budgets and have the ability/desire to help with grant or proposal writing for the association. Additionally, this individual should have experience with the administration of a program, including an understanding of GME funding. In addition to serving as Secretary-Treasurer, this individual will be an active participant on the Board of Directors. This person should work well with others, be innovative, and able to commit to a minimum of 2-3 face to face Board Meetings per year, monthly conference calls and regular email communication. The Secretary-Treasurer is expected to fulfill the expectations and responsibilities of all APPD Board Members as detailed above.
- ❖ The **At-Large Member of the Board of Directors** (three-year term, 2025-2028) is charged to contribute a broad perspective and diverse insights to the board, and to be available to take on tasks as needed. This person should work well with others, be innovative, and able to commit to a minimum of 2-3 face to face Board Meetings per year, monthly conference calls and regular email communication. At-Large Members are expected to fulfill the expectations and responsibilities of all APPD Board Members as detailed above.

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. The Secretary-Treasurer position is open to any member type. However, APPD policy states that four of the seven APPD Board members must be current categorical program directors or*

*have been a categorical program director within two years of their election to the APPD Board.*

### **APPD Non-Board Positions**

- ❖ The **APPD Nominations Committee** (two-year term, 2025-2027) consists of the APPD Immediate Past President who serves as chair (Patricia Poitevien, MD, MSc / 2024-2026), plus two elected members (Christine Cheston, MD / 2024-2026 and Elizabeth (Beth) Nelsen, MD / 2023-2025). This committee is responsible for collaboratively and effectively developing a slate of qualified candidates for Board positions to present to the membership for a vote. Nominations Committee members should be well respected within the community of pediatric program leadership and medical educators, be able to discern the qualifications of individuals for various elected positions and be committed to putting forth the best possible candidates for each position. In addition to nominations sent forth by the membership, the APPD Nominations Committee may propose at least two nominees for each vacant office of the Board (including officers), and for vacancies on the APPD Nominations Committee itself. Members of the Nominations Committee shall not be eligible for nomination to any office for which they are proposing nominees.

**Executive Committees of Sections (Coordinators, Fellowship Directors, Associate Program Directors, Program Directors, and Chairs of Education):** Each Section Executive Committee will consist of three at-large members (three-year terms), one Chair-Elect, one Chair and one Immediate Past Chair (serving a combined three year term, with a one year term in each position). The Section Executive Committee members are elected by the representative section. It is expected that elected members complete their terms before seeking other leadership opportunities within the organization, adhering to [Guiding Principles for APPD Leaders](#). If an elected member transitions to a different role within their home institution, or at another APPD member institution, the decision to remain in leadership within the Section Executive Committee will be at the discretion of the Executive Committee, the individual's interest, and with approval from the APPD Board. Annually, each Section Executive Committee will identify the skill sets and knowledge desired to fill open positions on the Section Executive Committee. In addition to helping lead specific tasks/programs, it is expected that the Section Executive Committee will delegate to members within the section leadership projects to be carried out under the Section Executive Committee's supervision. Section Executive Committee work will be guided by the APPD Strategic Plan.

#### **Section Executive Committee Responsibilities/Minimal Requirements:**

- Ensure close communication/collaboration with APPD Board and Management
- Represent the perspectives of members to the APPD leadership
- Hold conference calls of the Section Executive Committee at least every two months
- Submit a biannual Board Report including minutes of all meetings held during the reporting period
- Meet onsite during the APPD Annual Spring Meeting
- Help implement strategic plans in concert with the Board
- Help implement requests from the Board
- 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 the Section serves its members by doing the following (which can be delegated with Executive Committee guidance):
  - Conduct an annual needs assessment of the Section.
  - Plan relevant Virtual Cafes.
  - Engage members regularly on APPD Connect
  - Submit articles or updates for the monthly APPD Bulletin when available.
  - Plan Section-specific sessions for the fall and spring meetings.

- Keep Section materials on the APPD website updated and aligned with members' needs.
- Section Executive Committee Chairs are expected to attend quarterly meetings chaired by the APPD Board President

#### **Terms for this Election Cycle:**

- ❖ One **Chair-Elect of the Associate Program Directors' Section Executive Committee** (three-year term, 2025-2028) – to serve as Chair-Elect (2025-2026), Chair (2026-2027), Immediate Past Chair (2027-2028)
- ❖ One **Chair-Elect of the Coordinators' Section Executive Committee** (three-year term, 2025-2028) – to serve as Chair-Elect (2025-2026), Chair (2026-2027), Immediate Past Chair (2027-2028)
- ❖ One **Chair-Elect of the Fellowship Directors' Section Executive Committee** (three-year term, 2025-2028) – to serve as Chair-Elect (2025-2026), Chair (2026-2027), Immediate Past Chair (2027-2028)
- ❖ One **Chair-Elect of the Program Directors' Section Executive Committee** (three-year term, 2025-2028) – to serve as Chair-Elect (2025-2026), Chair (2026-2027), Immediate Past Chair (2027-2028)
- ❖ One **Chair-Elect of the Vice Chairs of Education Section Executive Committee** (three-year term, 2025-2028) – to serve as Chair-Elect (2025-2026), Chair (2026-2027), Immediate Past Chair (2027-2028)
- ❖ One **At-Large Associate Program Directors' Section Executive Committee Member** (three-year term, 2025-2028)
- ❖ One **At-Large Associate Program Directors' Section Executive Committee Member** (one-year term, 2025-2026)
- ❖ One **At-Large Coordinators' Section Executive Committee Member** (three-year term, 2025-2028)
- ❖ One **At-Large Fellowship Directors' Section Executive Committee Member** (three-year term, 2025-2028)
- ❖ One **At-Large Program Directors' Section Executive Committee Member** (three-year term, 2025-2028)
- ❖ One **At-Large Vice Chairs of Education Section Executive Committee Member** (three-year term, 2025-2028)

#### **Section Executive Committee Chair Roles/Responsibilities:**

The Chair shall prepare the agenda for and preside at the meetings of the pertinent section of APPD. In addition, the Chair shall be responsible for working with section members throughout the year with concerns of and opportunities for the Section. The Chair shall be an excellent communicator, working closely with the APPD President or designee and Executive/Associate Director, in addition to the Section Executive Committee Members, members of the Section and all APPD members. Section Executive Committee Chairs will have the following roles/responsibilities:

- 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, in concert with the meeting planning committees
- 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