



APPD Leadership Job Descriptions and Open Positions: 2026 Election

APPD BOARD OF DIRECTORS

APPD Board Members are expected to represent the 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
- Proactive identification and attention to the evolving needs of APPD members

Board members are expected to attend and participate in regular Board calls and meetings (2 in-person meetings per year during the Annual Spring and Fall Meetings, 1 in-person meeting during summer, 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 all Board Members are:

- Collaborates effectively with individuals and organizations.
- Acts selflessly and prioritizes APPD's best interests.
- Adapts readily and demonstrates flexible thinking.
- Demonstrates creativity, duty, and practicality.
- Displays kindness and respect toward others.

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

Open Positions and Terms for this Election Cycle:

President

- ❖ The **President** (six-year term, 2026-2032) – to serve as President-Elect (2026-2028), President (2028-2030), and Immediate Past President (2030-2032). The President serves as the primary spokesperson and advocate for the APPD and its membership. Among many important duties, the President prepares the agenda for and presides at APPD Annual Meetings and all meetings of the Board of Directors monitors the organization's progress toward setting and achieving goals related to the strategic plan and the APPD mission / vision / values and is responsible for managing evolving concerns and opportunities. The President is assisted by the other officers, Board of Directors and APPD management, and may seek aid, as needed, from other members and non- members, including persons specifically requested to provide liaison between the APPD and other organizations.

Competencies for the APPD President include the following:

- Ability and time.
- Knowledge and substantive experience in GME program leadership to lead APPD in making responsible, vision and mission-driven decisions.
- Strong interpersonal and group dynamic skills are essential to keep meetings running smoothly and to deal

- with any conflicts that may arise.
- Ability to listen, analyze, think strategically and creatively, and work well with people individually and in a group.
- Ability to consider multiple viewpoints about controversial issues and to communicate APPD's perspective effectively with members and stakeholders.
- Ability to prepare for, attend, participate, and lead board and committee meetings (including conference calls), ask questions, take responsibility, follow through on a given assignment, and evaluate oneself.
- Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of APPD.
- Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; and concern for the APPD's development.
- Commitment to Diversity, Equity, and Inclusion.
- Team-building skills.
- Previous involvement and demonstrated leadership within APPD.

At-Large Member

- ❖ One **At-Large Member of the Board of Directors** (three-year term, 2026-2029) – 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 3 in-person Board Meetings per year, monthly virtual meetings 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 Leadership Positions

Executive Committees of Sections (Coordinators, Fellowship Directors, Associate Program Directors, Program Directors, Vice Chairs of Education)

Each Section Executive Committee will include six members: three at-large members serving three-year terms, and a three-person leadership sequence—Chair-Elect, Chair, and Immediate Past Chair—each serving one year in succession as part of a combined three-year term. 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 Member Responsibilities/Minimal Requirements:

- Ensure close communication/collaboration with APPD Board and Management.
- Represent the perspectives of members to the APPD leadership.
- Hold virtual meetings of the Section Executive Committee at least every two months.
- Submit an annual Board Report including minutes of all meetings held during the reporting period.
- Meet onsite during the APPD Annual Spring and Fall Meetings.

- 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 e-Bulletin when available.
 - Plan Section-specific sessions at the APPD Annual Spring and Fall meetings.
 - Keep Section materials on the APPD website updated and aligned with members' needs.

Section Executive Committee Chair Roles/Responsibilities:

- Ensure conference calls with Section Executive Committee occur at least every two months.
- Assume responsibility for annual report to the APPD Board of Directors.
- Chair Section meetings and oversee section-specific programming during the APPD Annual Spring and Fall Meeting.
- Provide oversight for section specific 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.
- Attend quarterly meetings (virtual) chaired by the APPD Board President.

Open Positions and Terms for this Election Cycle:

Associate Program Directors' Section Executive Committee

- ❖ One Chair-Elect of the Associate Program Directors' Section Executive Committee (three-year term, 2026-2029) – to serve as Chair-Elect (2026-2027), Chair (2027-2028), Immediate Past Chair (2028-2029).
- ❖ Two At-Large Associate Program Directors' Section Executive Committee Members (three-year terms, 2026-2029).

Coordinators' Section Executive Committee

- ❖ One Chair-Elect of the Coordinators' Section Executive Committee (three-year term, 2026-2029) – to serve as Chair-Elect (2026-2027), Chair (2027-2028), Immediate Past Chair (2028-2029).
- ❖ One At-Large Coordinators' Section Executive Committee Member (three-year term, 2026-2029).

Fellowship Directors' Section Executive Committee

- ❖ One Chair-Elect of the Fellowship Directors' Section Executive Committee (three- year term, 2026-2029) – to serve as Chair-Elect (2026-2027), Chair (2027-2028), Immediate Past Chair (2028-2029).
- ❖ One At-Large Fellowship Directors' Section Executive Committee Member (three-year term, 2026-2029).

Program Directors' Section Executive Committee

- ❖ One Chair-Elect of the Program Directors' Section Executive Committee (three- year term, 2026-2029) – to serve as Chair-Elect (2026-2027), Chair (2027-2028), Immediate Past Chair (2028-2029).
- ❖ One At-Large Program Directors' Section Executive Committee Member (three-year term, 2026-2029).

Vice Chairs of Education Section Executive Committee

- ❖ One Chair-Elect of the Vice Chairs of Education Section Executive Committee (three-year term, 2026-2029) – to serve as Chair-Elect (2026-2027), Chair (2027- 2028), Immediate Past Chair (2028-2029).
- ❖ One At-Large Vice Chairs of Education Section Executive Committee Member (three-year term, 2026-2029)