APPD Leadership Job Descriptions and Open Positions: 2027 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:

At-Large Member/Communication Director

- One **At-Large Member of the Board of Directors** (three-year term, 2027-2030) – 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.

- **APPD Communication Director- Position Description**

  The APPD Communication Director is an important role within the APPD Board structure. In an organization with over 4700 individuals (200+ programs) and a variety of member needs, communications are vital. The Communication Director helps to ensure both internal and external issues are brought forth to the leadership and membership. This role involves working with the Communications Task Force and APPD staff to ensure that APPD's communication modalities are serving the needs of the members. The CD is an At-Large Board member in addition to serving as the Editor for the monthly APPD e-Bulletin (working with APPD staff on formatting, clarity, & edits; reviewing for content suggestions and timely submissions from the Board and other members; and considering other new media / interactive outreach methods in the future to reach members as new formats evolve).

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)	
Eligibility	Active APPD member within the applicable Section; elected by the representative Section membership
Selection	Elected position
Total Term Length	3 years
Time Commitment	Virtual meetings at least every two months; annual reporting; APPD Annual Spring and Fall Meeting participation; additional Section leadership activities

Position Overview

Term Completion and Leadership Eligibility. Elected members are expected to complete their full terms before pursuing other APPD leadership opportunities, consistent with Volunteer Leadership in APPD.

Role Transitions. If an elected member transitions to a different role within their home institution—or to a role at another APPD member institution—the decision about whether they may continue serving on the Section

Executive Committee will be based on the Executive Committee's discretion, the member's interest, and approval by 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 Committees report to the APPD Board of Directors.

Section Executive Committee Member Responsibilities/Minimum 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.
- Represent section on APPD Action Teams and Councils, as needed.

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, 2027-2030) – to serve as Chair-Elect (2027-2028), Chair (2028-2029), Immediate Past Chair (2029-2030).
- ❖ One At-Large Associate Program Directors' Section Executive Committee Member (three-year term, 2027-2030).

Coordinators' Section Executive Committee

- ❖ One Chair-Elect of the Coordinators' Section Executive Committee (three-year term, 2027-2030) – to serve as Chair-Elect (2027-2028), Chair (2028-2029), Immediate Past Chair (2029-2030).
- ❖ One At-Large Coordinators' Section Executive Committee Member (three-year term, 2027-2030).

Fellowship Directors' Section Executive Committee

- ❖ One Chair-Elect of the Fellowship Directors' Section Executive Committee (three- year term, 2027-2030) – to serve as Chair-Elect (2027-2028), Chair (2028-2029), Immediate Past Chair (2029-2030).
- ❖ One At-Large Fellowship Directors' Section Executive Committee Member (three-year term, 2027-2030).

Program Directors' Section Executive Committee

- ❖ One Chair-Elect of the Program Directors' Section Executive Committee (three- year term, 2027-2030) – to serve as Chair-Elect (2027-2028), Chair (2028-2029), Immediate Past Chair (2029-2030).
- ❖ One At-Large Program Directors' Section Executive Committee Member (three-year term, 2027-2030).

Vice Chairs of Education Section Executive Committee

- ❖ One Chair-Elect of the Vice Chairs of Education Section Executive Committee (three-year term, 2027-2030) – to serve as Chair-Elect (2027-2028), Chair (2028- 2029), Immediate Past Chair (2029-2030).
- ❖ One At-Large Vice Chairs of Education Section Executive Committee Member (three-year term, 2027-2030)