



## **Academic Pediatric Association Board of Directors Job Description**

**Position Title:** Membership, Diversity and Inclusion Chair

**Overview:** The Membership, Diversity and Inclusion Chair is responsible for oversight of all of the membership activities of the APA, including the Regions and SIGs, New Century Scholars Program, membership, the Membership Diversity and Inclusion Executive and related sub-committees and task forces.

### **Roles and Responsibilities:**

- Attends and participates in APA Board Meetings and annual meeting-related events
- Chairs APA's Membership, Diversity and Inclusion Executive Committee and reports to the Board of Directors on activities
- Provides strategic direction as needed to Membership, Diversity and Inclusion Executive sub-committees and task forces
- Serves and participates on the *Academic Pediatrics* Committee
- Provides oversight and participates in leadership meetings and decisions for the New Century Scholars Programs
- Serves as the partnership point-of-contact for any New Century Scholars (NCS) sponsoring organizations (currently ABP and APS)
- Oversees grant application and renewal for NCS
- Oversees selection of the APA Faculty, Teaching and mentoring awards
- Assists with the orientation and transition to the next Chair
- Leads regular APA Membership, Diversity and Inclusion Executive Committee Calls to hear updates on all APA membership activities and troubleshoot any areas of concern
- Review all APA membership applications

### **Term of Office:**

- 2019-2021

### **Method of Appointment:**

- Elected by the membership

### **Accountability:**

- Reports to the Board of Directors

**Qualifications**

- Active engagement with the APA and/or its membership, diversity and inclusion programs
- Experience in equity, diversity, and inclusion programs and initiatives

**Time Commitment:**

- 5-8 hours a month including
  - at least four monthly teleconference meetings for activities described above
  - two annual in-person meetings of the Board
  - quarterly Education Committee teleconference meetings not including one annual in-person meeting at PAS
  - two PAS program planning committee meetings
  - NCS leadership calls (monthly)
  - NCS working group/advisory group calls (monthly)