



<b>RESPONSIBILITY AREA</b>	Steering Committee
<b>ROLE PURPOSE</b>	Provides overall direction for the entire APEX Teaching Program
<b>ROLE NAME</b>	APEX Chair Elect
<b>REPORTS TO</b>	APEX Chair

### **GENERAL Leadership Responsibilities**

- Demonstrates excellent time management and organizational skills.
- Demonstrates the ability to lead a team of professional leaders in education.
- Demonstrates timely and consistent attendance; available for all events, workshops, trainings, Steering Committee meetings, as needed.
- Demonstrates excellent verbal and written communication skills.
- Consistently looks ahead for any possible interruptions or changes that need to be addressed in a timely manner.
- Demonstrates leadership in successful educational program development, implementation, and evaluation at the regional or national level.
- Demonstrates ability to lead diverse teams.
- Demonstrates passion for teaching others to teach.
- Clearly articulates the vision for the APEX Teaching Program.

### **APEX CHAIR ELECT Qualifications**

- Has served on the Steering Committee for at least three years (currently or in the past).
- Is comfortable working with a variety of computer systems, including word processing, electronic communication software, calendar and LMS software.
- Is able to serve a one-year term shadowing the activities of the Chair.
- Receives \$250 stipend at the end of each calendar as compensation.



## **APEX CHAIR ELECT Specific Role Responsibilities**

### **Teaching Program**

- Assists Steering Committee in selection of participants in year of serving term.
- Assists Steering Committee in selection of new faculty in year of serving term.
- Can serve as Cohort Leader, Module Leader/Instructor and/or Small Group Activity Facilitator as a substitute, if needed.

### **Steering Committee**

- Attends PHM/PAS Pre-Conference Workshops to observe how the Chair role supports this live event.
- Attends monthly Steering Committee meetings.
- Assists with recruiting new Steering Committee members.
- Provides mentorship to those new in their Steering Committee roles, as needed.

### **Administration**

- Attends APEX SOHM Staff planning meetings.