



RESPONSIBILITY AREA	APEX Steering Committee
ROLE PURPOSE	Provides overall direction for the entire APEX Teaching Program
ROLE NAME	APEX Chair
REPORTS TO	

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, vendor appointments and 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 other to teach.
- Clearly articulates the vision for the APEX Teaching Program.

APEX CHAIR Qualifications

- Has served in the Chair Elect role for one year.
- Has served on the Steering Committee for at least three years (currently or in the past).
- Has not served as Chair 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 two-year term, followed by a year as immediate past-Chair
- Receives \$1,000 at the end of each calendar as compensation.
- Receives reimbursement for PAS and PHM conference fees.



APEX CHAIR Specific Role Responsibilities

Teaching Program Oversight

- Provides direction and instruction to Faculty (Cohort Leaders, Module Leaders/Instructors and Small Group Activity Facilitators).
- Provides mentorship to those new in their roles, as needed.
- Is responsible for the integrity of the Teaching Program curriculum.
- Creates annual Curriculum Plan for PAS and PHM Pre-Conference Workshops.
- Leads the Steering Committee in selection of participants each year
- Leads the Steering Committee in selection of new faculty (when needed)

Steering Committee Oversight

- Leads monthly Steering Committee meetings.
- Assists with recruiting new Steering Committee members.
- Provides mentorship to those new in their Steering Committee roles, as needed.

Administration Support

- Works with AAP SOHM Staff to provide administrative support to the Steering Committee, Educators and Faculty.
- Helps respond to Educators' questions that come into the APEX Mailbox, as needed.
- Prepares messaging to Educators, Faculty, etc. for email distribution.
- Assists with marketing and recruiting new Educators activities.