



RESPONSIBILITY AREA	Steering Committee
ROLE PURPOSE	Provides support for the Chair in setting the overall direction for the entire APEX Teaching Program
ROLE NAME	APEX Immediate Past Chair
REPORTS TO	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 Qualifications

- Has served as the APEX Chair role for at least one term.
- 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.
- Receives \$250 stipend at the end of each calendar as compensation.



APEX IMMEDIATE PAST CHAIR Specific Role Responsibilities

Teaching Program

- Attends PHM/PAS Pre-Conference Workshops, if possible.
- Provides mentorship to those new in their roles, as needed.
- 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 Module Leader/Instructor and/or Small Group Activity Facilitator as a substitute, if needed.
- NOTE: Cannot server as Cohort Leader until after completing the current Immediate Past Chair term and is not a voting member of the Steering Committee.

Steering Committee

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

Administration

- Advises current Chair based on previous experience.
- Attends APEX AAP SOHM Staff planning meetings.