



<b>RESPONSIBILITY AREA</b>	Steering Committee
<b>ROLE PURPOSE</b>	Provides overall direction for the entire APEX Teaching Program
<b>ROLE NAME</b>	APEX At-Large Representative
<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 AT-LARGE REPRESENTATIVE Qualifications

- Expertise in faculty development, especially faculty development for teaching skills
- Is comfortable working with a variety of computer systems, including word processing, electronic communication software, calendar and LMS software.
- Is able to serve a three-year term, renewable once.
- Receives \$250 stipend at the end of each calendar as compensation.

## APEX AT-LARGE REPRESENTATIVE Specific Role Responsibilities

- Attends monthly Steering Committee meetings.
- Assists Steering Committee in selection of participants during serving term.
- Assists Steering Committee in selection of new faculty during serving term.
- Assists with recruiting new Steering Committee members.
- Attends PHM/PAS Pre-Conference Workshops, if possible.
- Can serve as Module Leader/Instructor and/or Small Group Activity Facilitator as a substitute, if needed.