



RESPONSIBILITY AREA	Steering Committee
ROLE PURPOSE	Provides recommendations for the entire APEX Teaching Program based on the goals of the parent organization (AAP SOHM or APA)
ROLE NAME	APEX Liaison
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 LIAISONS Qualifications

- Represents the interests of either the APA or SOHM/AAP organizations.
- Must be a member of the parent organization they represent.
- Is comfortable working with a variety of computer systems, including word processing, electronic communication software, calendar and LMS software.
- Is able to serve one nonrenewable three-year term.
- Receives \$250 stipend at the end of each calendar as compensation.

APEX LIAISONS Specific Role Responsibilities

Steering Committee

- 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 Steering Committee Onboarding Session (Chair, Out-going Liaison, etc.).
- Completes timely Board report(s) for parent organization.

Teaching Program

- 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.