



Academic Pediatric Association Board of Directors Job Description

Position Title: President-Elect

Overview: The President-Elect is responsible for oversight of the organization and serves as the Chair of the Executive Committee and the Board of Directors in the absence of the president.

Roles and Responsibilities:

- In the absence of the President, chairs, plans and participates in Board of Directors Meetings
- In conjunction with the executive committee, plans events at the Pediatric Academic Societies (PAS) Meeting including but not limited to the Membership Meeting, Past Officers Breakfast and the Presidential Plenary
- Represents the APA at APA Regional Meetings and other society and programmatic meetings
- Serves on the PAS Program Committee and assists with selection of scholarly content on content area within expertise; if needed represents APA on the PAS Board of Directors
- Serves on the APA Executive Committee to ensure smooth transition of leadership
- Orienting, communicating and monitoring Special Interest Groups (SIG) and Regions including their leadership

Term of Office:

- 1 year

Method of Appointment:

- Elected by the membership

Accountability:

- Reports to the Board of Directors

Qualifications

- Active engagement with the APA and experience working with a Board of Directors

Time Commitment:

- 7 hours a month
 - at least four APA teleconference meetings

- two annual APA in-person meetings of the Board (one prior to PAS)
- two annual in-person meetings of PAS planning committees, in addition to attending the annual PAS meeting
- as PAS planning committee member participates in choosing and leading content selection for scholarly activities on content area within expertise, including invited science, platforms, moderators and facilitators.
- up to three APA Regional meetings (in-person)
- monthly Executive Committee Calls
- quarterly Region Chairs and SIG Chairs teleconference meetings in addition to ongoing communication and quarterly newsletters
- annual SIG and Region luncheons at PAS