SIG and Region Co-Chair Recruitment Guidelines and Process

Chair recruitment Guidelines:

- Chairs need to be recruited through this process. If no one is nominated, please work with the APA team.
- Chairs recruited outside of this process without the APA's knowledge will not be recognized. They would not be included in Region or SIG chair email lists, invited to quarterly chair meetings, given admin access to the community board or listed on the APA website.
- If a chair can no longer serve the rest of their term please notify the APA team at and we will work with the group to come up with a solution. Please do not recruit a replacement without involving the APA.
- **APA Membership is a requirement of being a co-chair.**

The APA team is here to help so please reach out to us at any point in the process regarding any questions or assistance needed. Email us at info@academicpeds.org

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Step 1 – **Notify the APA if your group will be recruiting a new co-chair in the upcoming year.**

An APA team member will reach out to all chairs in November regarding which groups will have a chair rotating off during the upcoming PAS.

The APA team will create a nomination form. There will be a drop down where individuals can select the group that they are applying to be a chair of.

The drop down will only include the groups that respond to the APA. If a group does not respond it will be assumed that that group is not recruiting a new chair.

Step 2 – **The APA team will open Nominations.**

The APA team will open notifications early in the year.

Midway through the nomination period we will reach out to the current leaders with the amount of nominees they have received for the opening. We will not send any additional information regarding the nominees, only the number of nominations submitted. This is to allow for increased advertising if the group has not yet received any nominations.

To avoid an overload of posts, the APA team will manage posts to the APA Listserv Community Board relating to the nominations and elections. Please note that any posts to the APA Listserv Community Board about a specific group recruiting will not be approved. We encourage chairs to post to their own respective community board and advertise through any other venue they may have.

A screenshot example of the form is in the appendix.

Step 3 – Nominations Close

The nomination form will close at 5pm Eastern Time on the designated day.

Please note that the form will lock after this date. Any late submissions will need to be emailed to info@academicpeds.org for consideration.

Step 4 - APA Team creates ballots.

The nominee needs to be an active APA member to be put on the ballot – the APA will notify the chairs and nominee beforehand if a nominee is not a member. If the nominee is not an active member by the day the ballots go out they will not be included.

If a group only has one nominee, the chairs may choose between having an election or approving the nominee. The nominee will need to be approved by all the current chairs.

Step 4 - Ballots Open

The APA team will upload the nominees and their statements of interest into a ballot.

The ballot will be on a members-only page.

To avoid an overload of posts, the APA team will manage posts to the APA Listserv Community Board relating to the nominations and elections. Please note that any posts to the APA Listserv Community Board about a specific group recruiting will not be approved. We encourage chairs to post to their own respective community board and advertise through any other venue they may have.

Step 5 - Ballots Close

The ballots will close at 5pm Eastern Time on the designated day.

Please note that the ballot will lock after this date.

Step 6 - Results announced internally & Nominees Notified

The APA will send the results to the current Chairs as well as notify the nominees of the result.

We encourage the current and outgoing chairs arrange to meet with the incoming chair at PAS if possible. The APA can help arrange a virtual call/meeting if not all chairs can make it to PAS.

Step 8 – Results announced Publicly & Groups introduce New Chairs

Can be done at PAS in person or via the group's respective community board. If groups have other ideas of ways to announce new chairs, please let us know!

Step 9 – The APA team will update all the group information adding the new chair and removing the outgoing chair.

The new chairs will be added to the APA chair email lists, given admin access to the community board and listed on the APA website. The outgoing chair will be removed from all three.

Please note that this will be done as soon as possible Please be patient as this process can take a while but please be ensured that all information will be

Please note that only those on the respective APA chair email lists will receive the invites for the all 4 quarterly Region Chair/SIG Chair meetings. All 4 invites are sent in a batch in the early summer.