



Academic Pediatric Association Board of Directors Job Description

Position Title: Education Committee Chair

Overview: In addition to serving as a member of the Board of Directors of the Academic Pediatric Association, the Education Chair is responsible for oversight of the APA's education related professional development activities, including the National Academy of Distinguished Educators in Pediatrics, the faculty teaching awards, the education program award, the outstanding education abstract awards, the FLEAT Accreditation Committee, the Top Articles workgroup, Journal Club workgroup, and the Educational Scholars Program. In addition, the Education Committee Chair may serve as a liaison between the APA and the educational programs of other national organizations, including AAP and PAS.

Roles and Responsibilities:

- Attends and participates in APA Board Meetings
- Attends APA program meetings and events at the PAS meeting.
- Chairs the APA's Education Committee which includes leading regular meetings and submitting bi-annual reports to the Board of Directors on activities.
- Provides strategic direction, plans agendas for, and recruits members to the Education Executive sub-committees and task forces.
- Serves and participates on PAS' Program Committee; may lead the selection of abstracts and moderators for the PAS meeting.
- Provides oversight for the Educational Scholars Program (ESP), National Academy of Distinguished Educators in Pediatrics (NADEP), Advancing Pediatric Leaders (APL), the Journal Club workgroup, and the FLEAT Accreditation Committee.
- Oversees the annual selection of the APA Junior and Mid-level Faculty Teaching, the Education Program, and Trainee and Faculty Medical Education Abstract awards.
- Serves as a member of the Top Articles in Medical Education workgroup which submits a PAS scholarly session/hot topic proposal and a manuscript annually.
- Assists with the orientation and transition to the next Education Committee Chair.
- Serves as the APA's representative to the AAP's Committee on Pediatric Education (COPE), the APPD's Fall Education Conference, PHM's APEX program, and Council of Pediatric Subspecialties (CoPS) as needed.

Term of Office:

- 2025-2028

Method of Appointment:

- Elected by the membership

Accountability:

- Reports to the Board of Directors

Qualifications

- Active engagement with the APA and/or its professional development programs.
- A record of significant educational scholarship achievements including faculty development, curriculum development and evaluation, and/or educational scholarship.
- Documented commitment to mentoring junior faculty and trainees.
- Documented commitment to mentoring junior faculty the APA's values including DEI

Time Commitment:

- 6-12 hours a month including:
 - at least four monthly meetings for activities described above.
 - two annual in-person meetings of the Board.
 - quarterly Education Committee meetings including one annual in-person meeting at PAS.
 - PAS program planning committee meetings as set by the PAS office.