



## **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 (three years total including one year as president-elect, presidential year and past-president)

**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



## **Academic Pediatric Association Board of Directors Job Description**

**Position Title:** President

**Overview:** The President is responsible for oversight of the organization and serves as the Chair of the Executive Committee and the Board of Directors.

**Roles and Responsibilities:**

- Chairs, plans and participates in Board of Directors Meetings
- In conjunction with the executive director, 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, the Federation of Pediatric Organizations (FOPO) and other society and programmatic meetings
- Serves on the PAS Program Committee and co-leads selection of scholarly content on content area within expertise with the APA Secretary Treasurer; if needed represents APA on the PAS Board of Directors
- Serves on the Executive Committee to ensure smooth transition of leadership
- Responsible for the annual evaluation of the management team
- Authors a regular message to membership for publication
- Ongoing financial management in conjunction with the Secretary Treasurer and executive director

**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:**

- 5 hours a week including
  - at least four APA teleconference meetings
  - two annual APA in-person meetings of the Board
  - two annual in-person meetings of PAS planning committees, in addition to attending the annual PAS meeting
  - up to three APA Regional meetings (in-person)
  - regular meetings with the executive director
  - monthly Executive Committee Calls
  - up to two in-person executive training meetings including annual visit to national office