



ACADEMIC
PEDIATRIC
ASSOCIATION

APA Region Leadership Handbook

Last Update: October 2025

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MISSION OF APA REGIONS

Regions provide a valuable venue for our membership to network with geographically-based colleagues and work towards goals that will benefit the membership of the Academic Pediatric Association at large. Regions are significant pipelines for APA membership, grantees of important trainee research awards, and the birthplace of collaborative research projects. Regions also provide a great setting for junior faculty and trainees to network with more senior individuals, where access is eased by proximate geography.

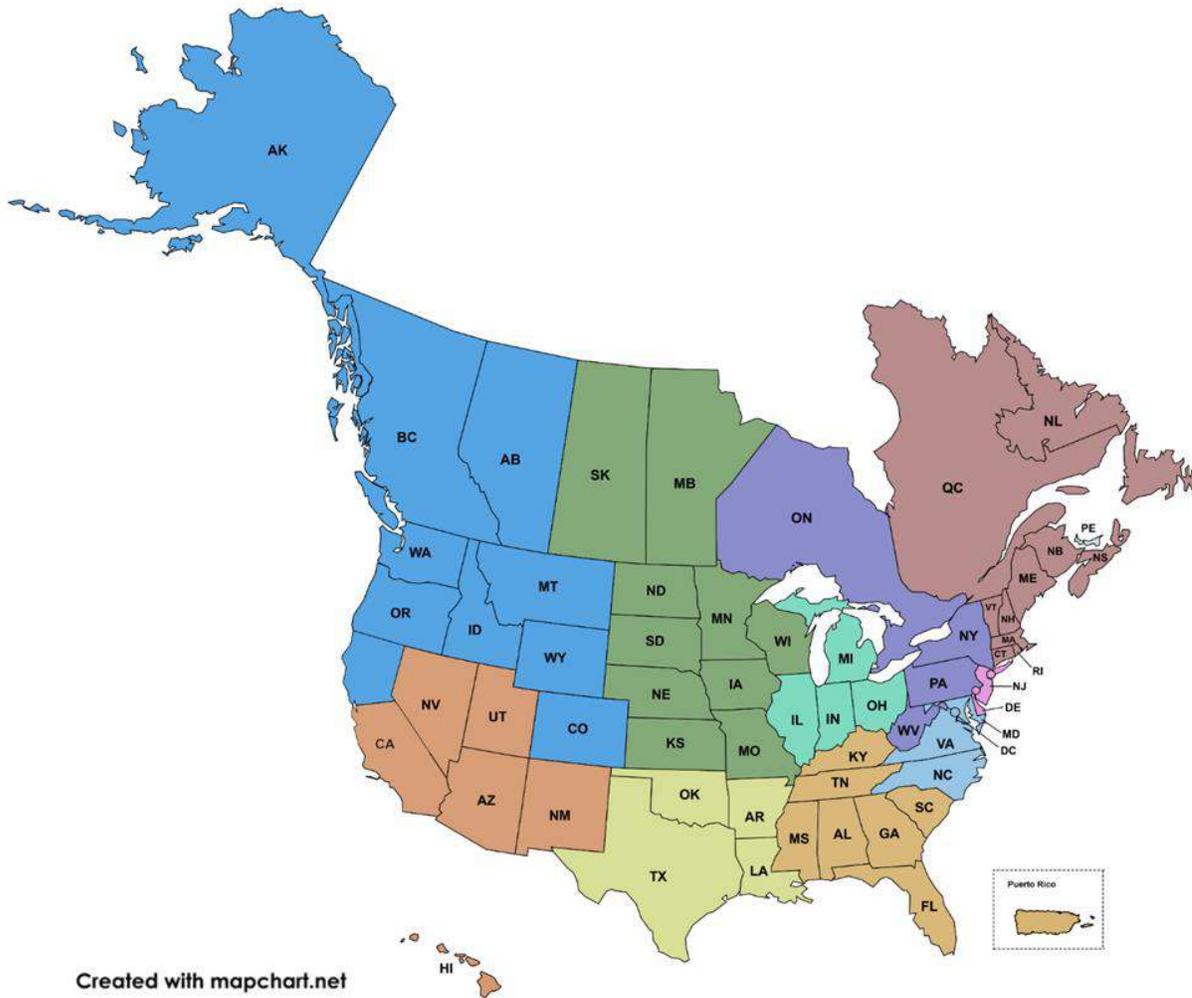
Benefits of APA Regions

- Networking with colleagues in their local area
- Networking and mentorship for everyone especially trainees and junior faculty
- Opportunities to present and solicit feedback on research
- Pipelines for APA membership and leadership
- Advance the mission of the APA & child health equity

Oversight and Support of APA Regions

Region Co-chairs:	Directors of Regions and SIGs:	APA Staff:
<ul style="list-style-type: none">• Each Region is led by three co-chair(s) selected by the Region's members.• The co-chairs serve staggered three-year terms, so that one new co-chair is selected each year. This ensures continuity of leadership and institutional knowledge.	<ul style="list-style-type: none">• Serve as the points of contact and oversight for all Region and SIG leaders.• The Directors of Regions and SIGs serve on the Membership, Diversity, and Inclusion Executive Committee and report to the Board on a bi-annual basis on all SIG and Region activity.	<ul style="list-style-type: none">• Provide administrative support to individual Regions and collect information from Region chairs for Region meeting and PAS planning.• Region leadership can email the APA office to inquire about specific support, issues and/or request.

MAP OF APA REGIONS



Region Legend

- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10

Created with mapchart.net

Region 1:	Region 2:	Region 3:	Region 4:	Region 5
Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont Newfoundland Nova Scotia Quebec New Brunswick	New Jersey New York City, NY Philadelphia, PA Delaware	Upstate New York Western Pennsylvania West Virginia Ontario	District of Columbia Maryland North Carolina Virginia	Illinois Indiana Michigan Ohio
Region 6:	Region 7:	Region 8:	Region 9:	Region 10:
Iowa Kansas Minnesota Missouri Nebraska North Dakota Wisconsin Manitoba Saskatchewan South Dakota	Arkansas Louisiana Oklahoma Texas	Alabama Florida Georgia Kentucky Mississippi South Carolina Tennessee Puerto Rico	Arizona Hawaii Nevada New Mexico Southern California Utah	Alaska Colorado Idaho Montana Northern California Oregon Washington Wyoming Alberta British Columbia

CO-CHAIR RESOURCES

Region and SIG Co-Chair Hub

- The [Region and SIG Co-Chair Hub](#) is a resource repository for Region and SIG Co-chairs.
 - The Co-Chair Hub is members only, so chairs must be logged in and active APA members in order to access.
- The main page contains information and resources relevant to all Co-chairs
- The [Region Co-Chair Hub](#) contains information and resources specific to Regions.
- We advise that chairs bookmark the main Co-Chair Hub page.

APA Community Boards

- [APA's Online Community](#) is a members-only discussion board and networking platform for interactive discussions and resource sharing with your academic colleagues.
- Each Region and SIG has their own discussion board in APA's Community.
- Members are automatically added when they select a region/SIG through their APA membership profile.
- There is also a discussion board specifically for Region Co-Chairs: [Region Co-Chair Community Board](#)

APA Website

- The APA Event Calendar advertises a variety of events including Region Meetings and SIG Webinars.
- Co-Chair Nomination Forms and Election Ballots are hosted on the website.
- Every Region and SIG has a page on the APA website
- Every Region and SIG will submit updates 2x/year for their webpages.

Directors of Regions & SIGs

- The Directors serve on the Membership, Diversity, and Inclusion Executive Committee
- Report to the Board on a bi-annual basis on all SIG and Region activity
- Main Points of Contact and oversight for all Region and SIG Co-Chairs
- The Directors of Regions & SIGs oversee
 - Co-Chair terms and transitions
 - Guidelines for Regions & SIGs
 - Region & SIG budgets
 - Bi-annual reports from Co-Chairs

GUIDELINES

Leadership Structure

1. Each Region shall have 3 co-chairs.
2. Chairs must be active APA members for the duration of their term.
3. Region co-chair terms will be limited to two consecutive 3-year terms (6 years total).
4. Region leadership should be diverse.
5. The members of the region will select new co-chairs via yearly elections organized through the APA office.

Elections

- [Election Guidelines and Process](#)
- [Templates for Region/SIG Election Results](#)

Important Reminders:

- APA Membership is a requirement of being a co-chair
- Chairs need to be recruited through this process
- Chairs recruited outside of this process without the APA's knowledge will not be recognized
- 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.

Recruitment Schedule Timeline:

Exact dates will vary each year depending on the dates of Region meetings and PAS.

- November-December- APA soliciting Regions and SIGs for who needs a new chair
- Early January - Open Nominations
- Mid-February - APA Team notifies chairs of the current amount of nominations for the open seat
- Mid-March - Nominations Close (End of Day ET)
- Mid-March - APA Team creates ballots
- Late March - Elections Open
- Mid-April - Close Ballots (End of Day ET)
- Mid-April - Ballot Results Calculated
- Mid/Late-April - Results announced internally & Nominees Notified
- PAS - Results announced Publicly & Groups introduce New Chairs
- May/June - Update APA Website, community boards and chair rosters

We do our best to keep the nominations form open for all the Region meetings but we cannot guarantee the nomination form will be open for meetings occurring after Mid-March.

Chair Responsibilities

1. Developing the content and structure of the Region meeting within APA guidelines for Region meetings.
2. Attending the quarterly Region Chair calls.
3. Educating trainees about APA benefits and opportunities available to them.
4. Coordinating correspondence among its members using various communications tools: (Community Boards, Emails and Social Media)
5. Identifying opportunities to advance APA's mission and vision.
6. Submitting updates twice a year (January and July). The updates should be annual reports or summaries of Region Meetings and should be around 500 words in length.

Chair Requirements

- Active APA members for the duration of their term. If Chairs If a chair's membership lapses, they will be removed from their position.
- If a chair's contact information changes, they are responsible for updating their APA profile and notifying the APA staff.

Example Breakdown of Responsibilities

- Regions may have their own manners of splitting up responsibilities.
- Past Chairs shared how they divided up responsibilities and felt this type of division of labor worked well for onboarding a new co-chair each year and for assuring smooth succession planning.

Year 1

- The co-chair is in a learning role and serves as a potential substitute for the other chairs
- At the end of the first co-chair year, the year one co-chair should have primary responsibility for planning, organizing and publicizing the Region meeting.
- The resident travel grant administration will be the Year 1 Co-Chair's responsibility with support from APA staff.

Year 2

- The second-year co-chair is the one with the greatest amount of responsibility
- Lead for the operations of Region Meeting, including chairing the abstract review process.

Year 3

- The third-year co-chair serves in an advising role
- Has primary responsibility for semi-annual updates, trainee research awards, and the succession planning and election process for the next co-chair.

Networking and Outreach

- Use multimodal communication that reaches as many members, and as many potential new members as possible.
- The Region Community is the primary form of communications between Region chairs and the Region members. Regions are encouraged to utilize the APA Connect app, social media, and the community boards to advertise Region activities
- Circulate all APA opportunities to their local constituents such as:
 - PAS submissions (abstracts, workshops, invited science)
 - APA scholars programs (ESP, RSP, QGIS, New Century)
 - Award programs (PAS abstract awards, Young Investigator Awards).

Biannual Updates

The Region updates are required and should be submitted to the [Region Update Form](#) (every Spring and Fall, for review by the Co-Directors of Regions and SIGs).

The Spring Report should contain:

- Recap of the Annual Meeting
- Upcoming Region programming

The Fall Report should contain:

- Annual Summery
- Updates on what the Region is working on
- Upcoming Region programming

Annual Budget

- APA provides an annual stipend of \$300 plus \$5 per APA member in the Region
 - The per member calculation is based on the membership data in APA's database and is based on the prior year's membership numbers.
 - Unused stipend funds **do not carry** over from one year to the next.
- **New for 2025-2026:* Region chairs will fill out a budget worksheet with APA staff during the kick off call.
 - Each year, staff will create a new region budget worksheet for each region.
- To get reimbursed for an expense paid for by a chair on behalf of the region the bills must be submitted to the APA office within 60 days of the expenses creation
 - It typically takes 3-4 weeks for payments to process
- Regions are encouraged to incorporate research grants into their budgets

Awards

Regions may choose to incorporate research, early career and other awards into their regional activities.

Award Requirements

- **Awards must state they are a “Region [Number]” award in the title.** This is to distinguish APA regional awards versus APA national awards.

- For example: for an Early Career Investigator Award from Region 1, the title would be, “APA Region 1 Early Career Investigator Award”.
- Please have clear eligibility requirements such as junior faculty, fellows, residents and students, or other categories for other awards.

Award Review Process

Review process for awards must be filed with the national office and must be fair and transparent. If you are unsure if the process has been filed, please contact info@academicpeds.org.

Please establish a nominations committee that utilizes a process that mitigates bias and decreases inequity in submission review and award selection.

- At least three chairs/members should be on the selection panel.
- The selection process should be documented and aim to eliminate bias.
- The review process should be communicated to the Chair of Regions and SIGs and APA staff prior to the announcement of the award and selection process.
- Notify the national office of the award winners prior to notifying winners.
- This process should occur each year for any awards so that oversight continues annually.

Award Funding/Monetary Awards

- Funding for these awards should be derived from the region’s account, which consists of an annual stipend and revenue from the region meeting.
 - Award plans should be worked into the registration fees and overall budget process for a Region meetings. Please let the APA national office know if you plan on awarding an award.
 - If the award includes a monetary component, the amount must fall with the Region’s budget. An example of an acceptable monetary award is travel honorarium or a stipend to PAS.
 - A Region can also request a plaque from the national office if it falls within their budget.

REGIONAL MEETINGS

Region Meeting Resources

- [Region Meeting Roles and Responsibilities PowerPoint](#)
- [Q&A on Roles and Responsibilities of Regional Leadership at Regional Conferences](#)

Planning Your Regional Meeting

1. Secure a Keynote Speaker
 - a. Keynote speakers should be distinguished APA leaders or guests of the APA, whose work applies to the mission of the APA.
2. APA Board Member Presentation
 - a. Minimum 20-30 minutes. Please be cognizant that board members may be traveling out of their way to speak at the meeting.

- b. Updates on APA national leadership election, recruiting programs, PAS, etc.
- 3. APA Research Network Updates
 - a. Information about the networks (BORN, CORNET, PRIS) will be provided to chairs
- 4. Research Abstract Presentations
- 5. Networking activities
 - a. Networking options include; Career theme tables, Speed Mentoring, Works in Progress session, Poster session, Meet the Professors session

Timeline

Timeline to provide the best possible administrative support, the following timeline must be used when planning region meetings:

Task	Time Frame from Date of Meeting
Open registration	4-5 months
Open abstract submission site	5 months
Deadline for abstracts	2-3 months
Review abstracts/ Select abstracts	2 months
Notify abstract presenters	1.5 months
Finalize program	1 month
Registration to close	2-3 weeks
Printing deadline	2 weeks
Print and prepare materials for shipping	1-2 weeks
Ship materials	1 week

Hotel & Institution Contracts

- **APA's management company must negotiate and sign all contracts**
- Any contract that has a region chair's signature:
 - is not legally binding with the APA
 - The region chair can be held personally liable
- APA staff will manage any site/hotel and/or catering contracts.

Meeting Registration

- Registration rates for each year's meetings are set by the APA office.
- There are no discounted rates for Abstract Presenters and Workshop hosts.
- Each Region using APA registration gets 3 comped registration to use for speakers.
 - This only applies to meetings using the APA registration system. If a meeting is in conjunction with another meeting or institution we cannot provide comped registration.
 - The discount code cannot be used to comp Region Chair registration.
 - Board members are covered by the APA and do not need comp registration codes.

Chair Responsibilities for Meetings

Region chairs are responsible for the following tasks for the Region meetings:

- Collaborate on date and location preferences
- Draft conference budget
 - APA Board of Directors has the final authority on overall conference budget
- Select venue in collaboration with APA staff
- Solicit content from Region members
- Review and select content for abstracts
- Advertise the meetings to APA members (and encourage those who have not yet joined!)
- Promote elections for new region co-chairs
- *Only if an APA Team member cannot be onsite:* Handle onsite logistics and communications with hotel, with guidance from APA Team

Staff Responsibilities for Meeting

The APA national office provides the following supports for the Region meetings:

- Develop and send RFP for future venues
- Contract negotiation and signing including payment deposits for site/hotel, catering and other needs
- Collaborate on date and location preferences
- Setting up and providing links to the meeting registration site and APA webpage
- Setting up and providing links to abstract submission and review sites
- Coordinating and sending notifications of acceptance/rejection
- Meet regularly with co-chairs for updates
- Liaise with hotel
- Debrief with region co-chairs following meetings
- Financial reconciliation: Review and paying invoices
- Coordinating an APA board member and research network reps to speak at the meeting.
- Sending requested meeting materials to the organizers
- Uploading materials such as agendas, speaker info, and surveys to the APA Connect App.
- Manage onsite logistics and communications with hotel

Meeting Materials

- Any Materials requested from the APA Office will arrive the week of the meeting.
- Each Region has been provided a table runner. It is the responsibility of the Chairs to keep track of the runner and pass on to new chairs.
- The APA will print badges once registration for a meeting has closed and will mail them out with the supplies.
 - If a Region would like onsite registration the APA can provide blank badge stock.

APA REGION CHAIR EXPECTATIONS

The goal of APA Regions is to provide a forum for APA members to discuss and collaborate within their area of the country. A Region Chair's primary duty is to facilitate this communication via the Region's annual meeting and other activities during the year.

The Region Chair Role

- Chairs must be members of the Regions to apply for the role
- Chairs are elected every year in the spring for a 3-year term
 - New Chairs are announced at the PAS conference
- Regions need to have 3 Co-Chairs so there is always someone experienced on the leadership team

Duties as Chair

- Coordinate and facilitate the annual Region meeting.
 - Region meetings should include research presentations, networking events, keynote speakers and additional events/activities.
- Provide additional opportunities for meaningful communication among Region members. This may consist of:
 - An **active** (multiple posts a month) community board or listserv [OR]
 - Meetings, webinars, or workshops throughout the year
- Prepare and submit an annual report on Region activities for APA leadership

Resources

- Quarterly meetings with APA staff, Region leadership and all Region Chairs
- APA provides an annual stipend of \$300 plus \$5 per APA member in the Region
 - The per member calculation is based on the membership data in APA's database and is based on the prior year's membership numbers.
 - Unused stipend funds **do not carry** over from one year to the next.