



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

Position Title

At-Large Director

Overview

Directors support the work of the Academic Pediatric Association (APA) and provide mission-based leadership, strategic governance, fiduciary stewardship, and policy-level oversight. Directors are responsible for advancing the mission, vision, and strategic priorities of APA while acting in the best interests of the Association as a whole.

Roles and Responsibilities

- Provide governance, strategic oversight, fiduciary stewardship, and policy-level decision-making. Directors do not direct staff or manage day-to-day operations unless specifically authorized by the Board.
- Know and support the organization's mission, bylaws, policies, programs, strategic priorities, and current needs.
- Support APA's resource development efforts, which may include identifying prospective funders or partners, making introductions, participating in stewardship, and supporting fundraising priorities as appropriate.
- Leverage connections, networks, and resources to support collective action and help achieve the strategic goals of the organization.
- Prepare for, attend, and conscientiously participate in Board meetings, the annual meeting, and other required Board activities.
- Respond to Board communications, requests for feedback, electronic votes, and assigned tasks in a timely manner.
- Sign an annual conflict-of-interest disclosure and update it during the year, if necessary; disclose potential conflicts before meetings and actual conflicts during meetings.
- Participate in Board orientation and ongoing Board education, including assessments, training related to fiduciary duties, financial oversight, conflicts of interest, governance, and strategic priorities.
- Abide by APA's Code of Conduct and support a Board culture grounded in respectful dialogue, constructive debate, confidentiality, and collective accountability.
- Faithfully read, understand, and provide appropriate oversight of the organization's financial statements.
- Maintain confidentiality about all internal matters of APA.
- Serve as a board liaison as appointed.

- Serve as active advocates and ambassadors for APA.
- Follow the organization's bylaws, policies, and Board resolutions.
- Participate in other initiatives as assigned.

Qualifications:

- Professional experience and leadership accomplishments in academic pediatrics.
- Demonstrated leadership commitment and involvement with APA.
- Commitment to participating in meetings, which are primarily held virtually, with an in-person meeting held at the annual conference.
- Positive leadership attributes, including emotional intelligence, the ability to work collaboratively, proactive and forward-thinking leadership, and the ability to engage in appropriate debate and discussion when needed.
- Strategic thinking and the ability to support new and innovative programs, partnerships, or initiatives within the candidate's sphere of influence.
- Experience incorporating strategy, leadership, future focus, appropriate risk-taking, and an entrepreneurial spirit.
- National leadership experience or demonstrated readiness for national leadership.

Desired Attributes:

- Commitment to APA's mission, vision, values, strategic plan, and the advancement of the field of academic pediatrics.
- Ability to think strategically, ask thoughtful questions, and make decisions using the best available information.
- Willingness to engage in constructive discussion, support collective decisions, and contribute to a positive Board culture.
- Fulfills fiduciary duties to APA, including the duties of care, loyalty, and obedience.

Term of Office: Three years

Method of Appointment: Elected by the membership.

Accountability: Directors are accountable to the membership and to the Board of Directors as a collective governing body.

Time Commitment: Approximately 1–2 hours per week on average, with additional time required around Board meetings, the annual meeting, committee or liaison assignments, budget review, strategic planning, and special initiatives.