

OFFICIAL POSITION DESCRIPTIONS

BOARD OF DIRECTORS:

The **Executive Committee** consists of the **President, Vice President (President---Elect), Secretary, and Treasurer**. They are all expected to do the following in addition to the responsibilities listed below:

- Attend and participate in every-other-month in-person Board meetings, as well Executive Committee conference calls in the alternating months.
- Participate in the twice a year Chapter wide meetings.

Vice President:

- The Vice President shall serve a term of two-years and assist the President as determined by the President and/or the Board of Directors of the Corporation and, in the absence or incapacity of the President, shall temporarily succeed to the duties of the President.
- Upon completion of the two-year term, the Vice President shall assume the position of President, unless there is a 2/3 majority closed ballot vote by members of the Board of Directors who oppose the candidate.
- The Vice President shall serve as a member of the Executive Committee.
- The Vice President is expected to attend and participate in every-other-month in-person Board meetings, as well Executive Committee conference calls in the alternating months.
- The Vice-President shall participate in the twice a year Chapter wide meetings.
- The Vice-President shall assist the President and participate in chapter oversight including but not limited to chapter programs and activities, strategic planning, development, succession planning and decision making.
- The Vice-President shall serve as Chair of the Nominating Committee
- It is strongly recommended that nominees for Vice-President have recent experience as an active Board or Committee member of DC AAP.

At-Large Board Member: This is a two-year position with the option to run for re-election for additional terms. There are a total of five At-Large Board members who are voting members of the Board, along with the Executive Committee (President, President-Elect, Treasurer and Secretary).

- Expected to attend and participate in every-other-month in-person Board meetings and twice a year chapter-wide meetings.
- Lead, organize and/or participate in the planning of Chapter activities.
- Participate in the recruitment and retention of DC Chapter members.
- Participate in chapter oversight including but not limited to strategic planning, development, succession planning and decision-making.

NOMINATING COMMITTEE:

Nominating Committee Member: This is a three-year position with the last year serving as the Chair of the Nominating Committee.

- Serve as one of three committee members who oversee the nominating and election process.
- Responsible for proposing nominees for the Board of Directors.
- Review the membership list, the nominees proposed by chapter members, the chapter bylaws, a description of the duties of each position, and the eligibility requirements. The Committee shall determine that all nominees meet the eligibility requirements.
- It is strongly recommended that the member knows pediatricians in the community to be able to help diversify the types of candidates for elected positions.
- Participate in the every-other-month Board meetings.

COMMITTEE CHAIRS: Any of the following could be shared positions as co-chairs.

Communications Chair: Collaborate with the Board of Directors, Executive Director and other chapter members to develop an overall communications and social media strategy/plan.

- Review the AAP website monthly or quarterly for needed updates/changes.
- Plan and oversee member communications:
 - new member welcome packets
 - monthly e-newsletter
 - Facebook and Twitter postings (along with the chapter's currently active Social Media Team)
 - advocacy alerts, urgent health issue updates (e.g. measles outbreak)
- Create and/or collect content for a twice yearly newsletter to include:
 - Summary & Preview of Spring and Fall Meetings
 - Special Project Specific Reports/Updates
 - Resident's Corner
 - DC Pending Legislation
 - Chapter & National Election News
 - Strategic Plan Update
 - Committee Reports
 - Member Spotlight
- Work with the Advocacy Chair to plan and oversee advocacy-related communications
 - Op-Eds and Letters to Editor

- Developing Speaker's Bureau (members who are experts in various areas to be available to media, DC Council, etc.)
- Identifying speaking and media opportunities

Membership Chair:

- Conduct periodic Membership analyses utilizing the membership database
 - Existing Members (Specialties, Practice Location, Practice Type, Age, Membership Category)
 - Non-renewals (Reason for membership lapse)

School Health Chair:

- Monitor activities of the DC Public School System in order to advocate for health issues that may affect the social, emotional and cognitive development of DC children
- Look for opportunities to work with DC Public Schools to improve the educational environment, expand health access and increase health knowledge.
- Serve as the liaison to the school system
- Monitor activities related to DC School Based Health Centers and advocate for improved data collection and evaluation