

# DISTRICT VICE CHAIRPERSON JOB DESCRIPTION

**Eligibility:** Must be a Full or Specialty Fellow in good standing and be a member of the district to which elected as District Vice Chairperson.

**Election and Term Requirements:** Candidates for District Vice Chairperson shall be nominated by a District Nominating Committee (DNC) or by petition. The election of District Vice Chairpersons shall be held annually in conjunction with the national Presidential election by mail or electronic ballot of all vote-eligible members in the appropriate District. In order to be elected, candidates must receive over 50% of the valid votes within 30 days after the provision of ballots. If there are more than two candidates and no candidate receives 50% of the valid votes, a runoff election between the two candidates receiving the most votes shall be conducted.

The District Vice Chairperson serves a 3-year term and is eligible for re-election to a second 3-year term. If the office of District Vice Chairperson becomes vacant at a time when less than 18 months of the unexpired term remain, the District Nominating Committee shall appoint a replacement. If more than 18 months of the unexpired term remain, an election of a member to complete the unexpired term shall be held in the same manner as the original election with a modified time schedule if required. If less than two full years of the unexpired term remain, the member who fills such a vacancy shall be eligible for election to two full terms as District Vice Chairperson.

**Responsibilities:** District Vice Chairperson district duties and responsibilities include assisting and supporting the district chairperson whenever needed, including:

- Assist the District Chairperson in chapter development including membership recruitment and retention, chapter governance structure, chapter finances and budgeting, leadership development, and assessment of chapter needs.
- Attend chapter meetings at the request of the District Chairperson, using funds allocated to the District
- Help plan, as assigned, and attend the District Committee meeting

District Vice Chairperson national duties and responsibilities include:

- Review chapter-related activities in the Division of Chapter and District Relations (ie, review of manuals, survey, chapter programs)
- Attend the Annual Leadership Forum, fall DVC business meeting and spring Board of Directors Planning Session
- Accept assignments as a voting member on national committees, councils, task forces, and the Board of Directors advisory committees
- Attend the National Conference & Exhibition and related meetings as appropriate
- Accept special assignments as needed

**Resolutions:**

- Track Chapter Forum resolutions approved by the Annual Chapter Forum
- Interact with authors, committee/council/section chairpersons, and/or AAP staff to ensure that the responses to resolutions have been adequately addressed
- Report the status of resolutions at the District meeting and District breakfast at the National Conference & Exhibition

***Chapter Awards:***

- Oversee Chapter Awards Recognition Program including annual review of award criteria, submission process by chapters, and selection of recipients for the Outstanding Chapter Awards, Award of Chapter Excellence, and AAP Special Achievement Awards
- Notify award winners and preside at award ceremony at district meetings
- Promote successful chapter programs and encourage other chapters to use as models

***Chapter Grant Programs:***

- Oversee chapter grant programs as authorized by the Board of Directors and serve as the selection committee. As members of the selection committee, DVCs are not permitted to apply for chapter grants.

***Residents/Medical Students:***

- Serve as liaison from the district to the Section on Medical Students, Residents, and Fellowship Trainees and attend the Section luncheon during the National Conference & Exhibition.
- Serve as resource to chapter officers on medical student involvement in chapter activities
- Collaborate with groups such as the Association of Medical School Pediatric Department Chairmen (AMSPDC), Council on Medical Student Education in Pediatrics (COMSEP), and the Association of Pediatric Program Directors (APPD) on resident and medical student issues as they relate to chapters.

District Vice Chairpersons cannot serve concurrently as members of national Academy committees, councils, or section executive committees unless appointed by the Executive Committee.

(Feb. 1988; rev. Jan. 2010)  
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