

DISTRICT CHAIRPERSON ROLES AND RESPONSIBILITIES:

Roles and Responsibilities of All Board Members: The board of directors is made up of thirteen members and the executive committee (president-elect, president, immediate past president, CEO, and secretary treasurer) for a total of seventeen members. The secretary/treasurer is selected from the among the members of the board. **Ten members of the board are district chairpersons**, elected by members from a specific geographic area (see policies 3.1 and 5.3). At-large members are elected nationally by all members, and have leadership experience in committees, councils and sections. District chairpersons have responsibilities related to participating in chapter and district initiatives. All board members represent the needs of all members when serving on the board of directors. Board members will:

- Advance the health, safety, and well-being of all infants, children, adolescents, and young adults.
- Advocate for primary care pediatricians, pediatric medical subspecialists, and pediatric surgical specialists.
- Support and strengthen the AAP.
- Encourage innovative approaches to problem-solving.
 - Uphold AAP bylaws, policies, and procedures.
- Fulfill the governance responsibilities charged to board committees.
- Review and consider approval for the annual AAP operational budget for each fiscal year.
- Attend and participate in all Board of Directors in-person and virtual meetings and board committee meetings.
- Appoint members for national AAP committees.
- Serve on board-level committees.
- Review and consider approval for AAP policy statements, clinical reports, technical reports, clinical practice guidelines, and requests for endorsements.
 - Revise the American Academy of Pediatrics Board of Directors Policy and Procedures Manual, as needed.
 - Participate in the revision of the Agenda for Children and the implementation of activities related to child health priorities.
- Monitor the progress and implement the objectives of the AAP strategic plan.
- Review and consider approval for Friends of Children Fund and Tomorrow's Children Endowment requests.

- Promote opportunities for collaboration and communication among chapters, committees, councils, and sections.
- Monitor and support chapters, committees, councils, and sections. 13
- Recognize the achievements of chapters, committees, councils, and sections.
- Address national, chapter, committee, council, and section membership concerns.
- Encourage and promote resolutions to be submitted to the Annual Leadership Forum (ALF) from chapters, committees, councils, and sections.
- Represent the AAP at meetings and events, upon request of the Executive Committee.

District Chairperson: In addition to the responsibilities related to their role on the AAP Board of Directors, district chairpersons will also assume the following district responsibilities:

- Work with district officers to establish district goals and keep the chapters in the district focused on meeting these goals and those of the AAP.
- Attend in-person and virtual district meetings.
- Preside at the annual district meeting and coordinate with district vice chairpersons in the planning and execution of this meeting. 19
- Attend chapter meetings in coordination with district vice chairpersons.
- Serve as spokesperson for the district in representing the interests of pediatrics at the federal, state, and community levels.

(Role and Responsibilities of DVC on next page)

DISTRICT VICE CHAIRPERSON ROLES AND RESPONSIBILITIES:

District Vice Chairpersons District vice chairperson duties and responsibilities include assisting and supporting the district chairperson whenever needed, including

- Assisting 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
- Attending chapter meetings with, or instead of, the district chairperson, at the request of the district chairperson, using funds allocated to the district • Helping to plan, as assigned, and attending the annual district meeting
- Reviewing chapter-related activities in Chapter and District Relations (ie, review of manuals, survey, chapter programs)
- Attending the Annual Leadership Forum(ALF), fall district vice chairperson business meeting, and board meetings on request
- Attending the National Conference & Exhibition and related meetings as appropriate
- Accepting special assignments as needed
- Overseeing the Chapter Awards Recognition Program, including annual review of award criteria, submission process by chapters, and selection of recipients for the Outstanding Chapter Awards, Awards of Chapter Excellence, and Special Achievement Awards
- Notifying award winners and presiding at award ceremonies at district meetings
- Promoting successful chapter programs and encouraging other chapters to use these programs as models
- Overseeing chapter grant programs as authorized by the Board of Directors and serving as the selection committee (As members of the selection committee, district vice chairpersons are not permitted to apply for chapter grants.)