**Steering Committee Membership Job Descriptions| Meeting Time Expectations**

Updated 10-10-26

A person joins the Steering Committee (SC) as Regional Representative Chair, Member at Large, or Program Chair-elect. Of the three positions, Program Chair-elect is the only position that, over the course of six years, ascends to President and then Past-President via the following trajectory:

Program Chair-elect > Program Chair > Secretary/Treasurer > President-elect > President > Past President

The following is a brief description of each SC position. As a member of the SC, you are automatically a member of the Executive Council (EC).

## Non-Leadership Track Positions

- **Regional Representative Chair**
  The Regional Representative Chair was added to the Steering Committee (SC) to make SC more representative of the organization and to create a pathway to serving on SC that does not require the six-year trajectory beginning with Program Chair-elect. This is a three-year position. After serving in this role, member must wait two-years before applying to be program-chair elect.

- **Member-at-Large**
  The Member-at-large position was added to the 2025-2026 SC to bring underrepresented perspectives to the leadership of the organization and to create a pathway to serving on the SC that does not require the six-year trajectory beginning with Program Chair-elect. This is a two-year position. After serving in this role, member must wait two-years before applying to be program-chair elect.

## Leadership Track Positions

- **Program Chair-elect**
  The position of Program Chair-elect leads to subsequent positions over a six-year period.
    - Serves on the Program Committee with the Program Chair and Secretary/Treasurer (past Program Chair). By serving on the committee, the Program Chair-elect learns the ropes of becoming Program Chair. Responsibilities include:
        - Attending the 2–3-day spring planning visit for the upcoming Annual Meeting
        - Participating in bi-weekly, 60-minute Zoom Program Committee meetings (April - February).
        - Reviewing and rating abstracts
    - “Tests” and provides feedback (along with the Past President) on proposed surveys AADPRT committees or task forces have presented for AADPRT sponsorship (sharing with membership).

- **Program Chair**
  - Chairs the Program Committee
  - Leads the 2-3-day spring planning visit for the upcoming Annual Meeting.
  - Leads the biweekly 1 hour zoom Program Committee meetings (April – February)
  - Responsible for all content aspects of the upcoming Annual Meeting:
    - Selects members for the Abstract Review Committee as well as manages the review and selection process.
    - Identifies meeting theme
    - Identifies and secures plenary speakers
    - Identifies plenary session moderators
    - Completes accreditation application
    - With the Executive Director (ED), reviews and adjusts the meeting schedule
    - Evaluates post-event feedback.
    - Other duties as outlined in year-long document
  - Provides reports/updates to the SC and EC throughout the planning year
  - Serves as the "face" of the Annual Meeting – welcoming attendees to the meeting, highlighting events throughout the week, etc.

- **Secretary/Treasurer**
  - Edits AI-recorded SC minutes and submits to the ED for review and distribution prior to the next SC meeting.
  - Prepares minutes of all EC meetings and submits to the ED for review and distribution prior to the next EC meeting.
  - Serves on the Program Committee as Past Program Chair with the Program Chair and Program Chair-elect. Responsibilities include:
    - Attending the 2–3-day spring planning visit for the upcoming Annual Meeting
    - Participating in bi-weekly, 60-minute Zoom Program Committee meetings (April - February).
    - Reviewing and rating abstracts
  - Participates in quarterly Zoom meetings with Merrill Lynch financial advisor
  - Serves as chair of the Finance Committee (SC)
  - Approves organization expenditures
  - Works with ED to manage organizational budget

- **President-elect**
  - Assists on projects as requested by the President.
  - Responsible for managing the nomination and selection process for chairs reaching the end of their terms at the upcoming Annual Meeting as well as those who leave prior to the expiration of their terms.
  - Selects Presidential Appointees for upcoming term as president.
  - Serves as Chair of the Awards Committee. In this capacity,
    - Meets with sub-committee members 1-2 times/year to troubleshoot issues and standardize approaches to the awards/fellowship program
    - Provides edits to the Awards and Fellowships submission portal as well as the public-facing awards webpage.
    - Provides ED with listing of chairs and committee members
    - Provides ED with listing of selected awardees.
    - Oversees award winner announcements at upcoming Annual Meeting.
    - Alerts Lucille Meinsler of the current-year LFM award winner.

- **President** (additional tasks will arise throughout the year)
    - Oversees the organization in collaboration with the ED, the SC, and the EC
    - Chairs SC and EC meetings
    - Identifies, in collaboration with SC, 2-4 goals/initiatives/priorities for the coming year
    - In collaboration with treasurer and ED, guides the SC in AADPRT financial initiatives
    - Prepares agenda for SC and EC meetings ensuring review of the organizational budget on an annual basis with monthly snapshots of real-time progress
    - Liaises with other organizations
    - Meets with the ED weekly for 30-60 minutes to follow-up on business, troubleshoot new business, and set meeting agendas for SC/EC, etc.
    - Writes monthly articles for the AADPRT newsletter
    - Writes bi-monthly articles for the Academic Psychiatry consortium member page
    - Participates on American Psychiatric Association's CMELL Committee.
    - Chairs the ABPN/ACGME Liaison Committee and associated quarterly meetings

- **Past President**
    - Chairs the Nominating Committee to select the next Program Chair-elect and Member-at- Large (when applicable)
    - Provides support to the President and offers historical perspective
    - "Tests" and provides feedback (together with the Program Chair-elect) to proposed surveys
    - Mentors the Member-at-Large
    - Provides mentorship, as needed, to EC chairs

**Overview of Meeting Time Expectations**:

The following times are based on March 2026 - March 2027 to provide a general idea of the time commitment commencing with the close of the AADPRT Annual Meeting.

SC members are expected to read meeting materials prior to each meeting to be prepared for discussion. EC reports must be submitted before each EC meeting with the compilation report reviewed prior to each meeting.

- Steering Committee Meetings
    - Monthly 1-hour Zoom meetings (first Thursday of month, 9-10am ET) to give updates on work as well as provide feedback and vote when necessary.
    - Quarterly: Additional 30-minute Zoom meetings (added to end of SC monthly meeting) to meet with Academic Psychiatry Governance Liaison
    - Biannually: Additional 30-minute Zoom meetings (added to end of SC monthly meeting) to meet with Regional Representatives.
    - Ad hoc meetings, if email input on AADPRT-related decisions between meetings is not sufficient, additional time may be needed to fulfill ad hoc requests of the President.
- Steering Committee Meetings continued
    - AADPRT Annual Meeting (Feb/March):
        - Saturday 4-hour (in person)
        - Thursday 1-hour (in person)
    - APA Annual Meeting (May):
        - (Typically) Saturday 1-hour (in person)

- AAP Annual Meeting (September):
  - Friday 2.5-hour (in person)
  - Saturday 1.5-hour (in person)

- Executive Council Meetings:
  - AADPRT Annual Meeting (March):
    - Sunday 4.5-hour (in person)
    - Thursday 1.25-hour (in person)
  - APA Annual Meeting (May):
    - (Typically) Sunday 4-hour (in person)
  - AAP Annual Meeting (Sept):
    - Friday 3-hour (in person)
    - Saturday 1.5-hour (in person)
  - EC Meeting with Caucus Chairs: November, 1.5-hour (virtual)
  - EC Training with Kenneth Hardy: January, 1.5-hour (virtual)

AADPRT covers one room night for all EC members for the AAP meeting.

AADPRT offers $1,000 for APA and AAP meeting travel expenses if EC members' program does not help offset expenses.