Leadership Track Job Descriptions | Meeting Time Expectations

A person joins the Steering Committee (SC) as Program Chair-elect and, over the course of seven years, ascends to the presidency before serving as Past and Past-Past President. The current leadership trajectory is:

**Program Chair-elect > Program Chair > Secretary > President-elect >
President > Past President > Past-Past President**

The following is a brief description of each position in the leadership trajectory. Taking on the Program Chair-elect position implies that this member will take on subsequent positions throughout the seven-year period.

Program Chair-elect
- Serves on the Program Committee with the Program Chair and Secretary (Past Program Chair). By serving on the committee, the Program Chair-elect not only learns the ropes of becoming the Program Chair but also ensures continuity in program themes from one Annual Meeting to the next. Responsibilities include:
  - attending the 2–3-day spring planning visit for the upcoming annual meeting (*see Program Chair Job Description*)
  - 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 present for AADPRT sponsorship (sharing with membership).

Program Chair *(See Program Chair Job Description for more details)*
- Chairs the Program Committee
- Leads the 2-3-day spring planning visit for the upcoming annual meeting.
- 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 the accreditation application
  - Along with the Executive Director, 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 Executive Council (EC) throughout the planning year
- Serves as the "face" of the Annual Meeting – welcoming attendees to the meeting, highlighting events throughout the week, and potentially announcing speakers (may be delegated to others).

Secretary
- Edits AI-recorded SC minutes and submits to the Executive Director for review and distribution prior to the next SC meeting.
- Prepares minutes of all EC meetings, which are reviewed and approved at the subsequent EC meeting before being posted to the Virtual Training Office (VTO) .
- Serves on the Program Committee with the Program Chair and Program Chair-elect. By serving on the committee, the Secretary offers insight from their experience. Responsibilities include:
  - attending the 2–3-day spring planning visit for the upcoming annual meeting (*see Program Chair Job Description*)
  - participating in bi-weekly 60-minute Zoom Program Committee meetings (April-February).
  - reviewing and rating abstracts

President-elect
- Serves to aid the President in projects the President may assign to them.
- As they approach their Presidency year, they will be responsible for identifying which Chair positions will be vacated and will be responsible for selecting new Chairs that will begin March of their Presidential term.
- Serves as Chair of the Awards Committee. In this capacity,
  - meets with the sub-committee members at least 1-2 times a year to troubleshoot issues, streamline 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.
  - responsible for providing executive director with listing of chairs
  - oversees award winner announcements at upcoming annual meeting.

President (additional tasks will arise throughout the year)
- Oversees the efficient and effective functioning of the organization with close collaboration with the Executive Director, the SC, and the EC
- Responsible for selecting new chairs as appropriate (working with outgoing Chairs)
- Selects Presidential Appointees to sit on the EC
- Chairs the SC and EC meetings
- Meets with the Executive Director weekly for 30 -60 minutes to follow-up on business, troubleshoot new business, and set agendas for SC/EC meetings
- Writes monthly articles for the AADPRT newsletter
- Writes bi-monthly articles for the *Academic Psychiatry* consortium member page
- Liaises with other organizations as necessary
- 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
- Provides support to the President and offers historical perspective
- "Tests" and provides feedback (together with the Program Chair-elect) to proposed surveys

Past-Past President
- Provides support to the President and offers historical perspective
- Provides mentorship as needed for EC Chairs

Overview of Meeting Time Expectations:
The following times are based on 2022-23 to provide a general idea of the time commitment (commencing with the close of the AADPRT Annual Meeting). SC members are expected to read all meeting materials prior to each meeting to be prepared for discussions. EC reports must be submitted before each EC meeting with the compilation report reviewed prior to each meeting.
- **Steering Committee Meetings**
    - Monthly 1h Zoom meetings (second Thursday of the month, 9-10am ET) to give updates on work as well as provide feedback and vote when necessary.
    - Quarterly: Additional ½ hour Zoom meetings (added to end of SC monthly meeting) to meet with *Academic Psychiatry* Governance Liaison representative
    - Biannually: Additional ½ hour 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. Other time may be needed to fulfill ad hoc requests of President.
    - AADPRT Annual Meeting (Feb/March) week:
    - Monday 2h (in person)
    - Tuesday 1h (in person)
    - Saturday 1h (in person)
    - APA Annual Meeting: Sunday 1h (in person)
    - AAP Annual Meeting (September) week:
        - Friday 1.5h (in person)
        - Saturday 2.5h (in person)
- **Executive Council Meetings**:
    - AADPRT Annual Meeting (Feb/March) week:
        - Monday 3h (in person) – eliminated for 2024 meeting
        - Tuesday 6.5h (in person)
        - Saturday 1.25h (in person)
    - APA Annual Meeting (May): 4h (in person)
    - AAP Annual Meeting (Sept) week:
        - Friday 3.25h (in person)
        - Saturday 1.5h (in person)
    - EC Meeting with Caucus Reports and membership: November, 1h (virtual)
    - Allied Organization Meeting: January, 1h (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.