



Committee Chair Expectations

***Updated 5-27-25**

Committee Chairs are expected to:

1. Ensure your committee is adhering to the AADPRT mission: *“To promote excellence in the **education and training** of future psychiatrists who are prepared to meet the needs of our patients and communities by fostering a transformative environment that **embraces diversity, inclusion, equity and justice.**”*
2. Develop a structure within the committee that allows for the accomplishment of committee tasks and goals. Such a structure might include creating subcommittees for projects and designating subcommittee leads. Not only does this allow for work efficiency but also for more AADPRT members to serve in leadership roles within the organization and become more involved. AADPRT’s structure does not allow for committee co- or vice chairs.
3. Report to Executive Council (EC) on the committee’s progress through a formal EC report three times a year.
4. Attend all in-person EC meetings, which coincide with AADPRT’s Annual Meeting in March, the American Psychiatric Association meeting in Spring (usually May), and the Association for Academic Psychiatry meeting in September. Note: September one night hotel covered by AADPRT. For both the APA and AAP meetings, AADPRT can help with up to \$1,000 of expenses should your program not fund your travel.
5. Actively participate in EC meetings by reading compiled reports in advance, sharing questions or comments in the meetings, and reporting updates to your committee members. As chair, you are representing your committee members.
6. Serve as a “diplomat” for the organization by helping in membership forums and mentorship initiatives.
7. Identify opportunities and/or ask questions on behalf of your committee and AADPRT members, that help AADPRT grow and develop into a more equitable organization.
8. Chairs serve a three-year term and are selected by the President-elect in consultation with the current chair in the fall/winter preceding the conclusion of your term.