

SECTION EXECUTIVE COMMITTEE MEMBER
SUMMARY OF RESPONSIBILITIES

Basic function: Actively participates in the work of the section. Provides thoughtful input to the deliberations of the executive committee. Focuses on the best interests of the Academy and the Section rather than on personal or constituent interests. Works toward fulfilling the section's goals. Reports to the section chairperson.

- Reviews all relevant material before meetings. Makes contributions and voices objective opinions on issues.
- Attends all meetings and conference calls.
- Volunteers to take the lead in section activities appropriate to expertise.
- Carries out individual assignments made by the chairperson and/or staff.
- Works as part of the executive committee/staff team to ensure that the executive committee's projects help AAP members, children, and staff who are responsible for the section's programs.
- Represents the section in meetings of other sections, committees, or organizations as directed by the Academy.
- Serves as spokesperson on behalf of the Academy to the media, outside organizations, and others as requested by the Academy.
- Focuses attention on the section's role and how it supports and fits with the interests of the Academy and its strategic plan.
- Assists the membership committee or its equivalent in the evaluation of applicants.
- Discusses any activity which may involve a fiscal note with the chairperson and staff.
- Discloses potential conflicts of interest.

Members of the executive committee may be appointed to a specific role or subcommittee. These roles and their responsibilities include, but are not limited to, the following:

- Section Vice Chairperson, or Chairperson-Elect
 - ⇒ Serves in an advisory capacity to the section executive committee (where applicable).
 - ⇒ Alleviates the chairperson work overload.
 - ⇒ Undergoes orientation prior to beginning his or her term as chairperson.
 - ⇒ Carries out specific duties at the discretion of the executive committee and the Chairperson, including the duties of a core executive committee member.
- Section Program Chairperson
 - ⇒ Leads the section's educational programs for the AAP National Conference and Exhibition and other educational activities and writes proposals as necessary.
 - ⇒ Follows the National Conference and Exhibition Planning Group (NCEPG) guidelines for program submission.
 - ⇒ Works collaboratively with the section's NCEPG representative on program development.
 - ⇒ Involves related committees/councils/sections in educational planning as appropriate.
 - ⇒ May also serve as abstract chairperson, publications chairperson, or local arrangements chairperson to organize various components of the educational program.

Section Executive Committee Member

Summary of Responsibilities

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- Secretary/Treasurer
 - ⇒ Takes the minutes of executive committee meetings in the absence of staff or if specifically assigned to do so by the section chairperson.
 - ⇒ Takes the minutes of the Annual Business Meeting.
 - ⇒ Carries out such other duties as are assigned by the section chairperson.
 - ⇒ Is responsible for understanding the section's budget and reviewing all budget reports submitted by staff for presentation to the executive committee at all meetings.

- Membership Chairperson
 - ⇒ Reviews section applications, in accordance with established bylaws, up to four times annually in order to facilitate proper review of the applications and supporting documents.
 - ⇒ Reviews all incoming applications for section membership and presents new applicants to the executive committee for a vote at each executive committee meeting.
 - ⇒ Works with the Section Manager to resolve issues about applications.
 - ⇒ Works with the Section Manager to draft recruitment letters.
 - ⇒ Works with the Section Manager to obtain mailing lists for recruitment efforts.
 - ⇒ Works with the Section Manager to develop a plan for recruitment and retention of members.
 - ⇒ Works with the Section Manager to develop a package of benefits for section members.