



Tuesday, November 1, 2022

Dear AAAP Colleagues,

I have the honor of being asked to lead the inaugural AAAP Diversity, Equity, and Inclusion (DEI) Committee. I am seeking 7 AAAP members to partner and engage in this work.

As outlined in the attached committee charter, a term of service will be 12 months and may be renewed. I anticipate that the time commitment is about 4 hours/month. If you are interested in serving on the committee, please complete this [online application form](#) or return the **attached pdf form** to me at [eeallen@uw.edu](mailto:eeallen@uw.edu). I would appreciate receiving applications by November 15, 2022 and anticipate our first committee meeting will be in January 2023.

If you have specific questions, please feel free to reach out to me directly.

Sincerely,  
Erin



**Erin E Allen, MHA**



[eeallen@uw.edu](mailto:eeallen@uw.edu)



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+1 (425) 647-4123



Deadline: Tuesday, November 15, 2022

OR APPLY ONLINE [HERE](#)

APPLICATION FORM

Diversity, Equity & Inclusion Committee

Date: \_\_\_\_\_ Tel: \_\_\_\_\_

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Medical School: \_\_\_\_\_

Email: \_\_\_\_\_

Statement:

*\*Share your experiences with DEI program development within your organization*

Lined area for writing the statement.

Term of service: 12 months  
Time commitment: ~4 hours/months

Email completed pdf application forms to: [eeallen@uw.edu](mailto:eeallen@uw.edu) | Deadline: Tuesday, November 15, 2022

**Association of Administrators in Academic Pediatrics**  
**Diversity, Equity & Inclusion Committee**  
Charter & Membership

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***CHARTER***

**Background**

The Association of Administrators in Academic Pediatrics (AAAP) Diversity, Equity & Inclusion (DEI) Committee was initiated by the AAAP Board of Directors (Board) during the 2021-2022 year. The AAAP strives to be a welcoming and inclusive professional organization; however, the broader call for explicit action and an organizational strategy became an imperative in the 2020-2021 year.

The purpose of the committee is to increase awareness, create space for conversation and best practice sharing, and to share resources and tools to support AAAP members in their efforts to create more diverse, equitable, and inclusive institutional workforces. The committee will also strive to enhance diversity of the AAAP membership at the individual and organizational levels.

**Charter**

The DEI Committee will initially focus on the tasks/projects listed below:

- Gather demographic data about AAAP's current membership to establish a baseline against which to measure progress on increasing diversity. Review member profile categories to ensure inclusivity and request updates as part of the annual membership renewal process.
- Work collaboratively with AMSPDC on DEI initiatives that benefit both organizations.
- Collect and share resources with members which they might use to enhance diversity, equity, and inclusion initiatives within their organizations.
- Recommend options for including DEI presentations and learning opportunities as part of the programming for webinars and regional and/or annual meetings.
- Evaluate and recommend to the Board possible initiatives/opportunities for creating more welcoming and inclusive programming for the AAAP.

**Roles & Responsibilities**

Each DEI Committee member will participate actively in developing a collective set of recommendations to be considered by the Board and the membership at large at the annual business meeting regarding initiatives, programs, and other actions that the AAAP might undertake.

**Anticipated time commitment**

The Board anticipates committee members will participate in a 1-hour conference call each month, scheduled and led by the Committee Chair. Members may be asked to read or review materials in advance of the monthly calls and/or may be delegated action items following the

monthly calls to move the charted tasks forward. In general, the time commitment is estimated to be approximately 4 hours per month.

**Work Group Membership Composition**

Chair: To be selected by the Board. Position will be held for 12 months and may be recommended for reappointment up to a maximum of three terms (terms may or may not be consecutive).

Members: Nominations and volunteers will be solicited and approved by the Committee Chair. Positions will be held for 12 months and may be recommended for reappointment for up to 24 months. Committee composition will include approximately 7 committee members. Committee membership requirements: active AAAP membership; one AAAP board member; maximum of one member per AAAP organization.

Advisors/content experts: The DEI Committee may request participation from content experts outside of their membership. These individuals would serve in a focused and limited capacity to inform the committee on specific issues or inquiries. They will not be considered members of the DEI Committee.

Charter initiated: June 2022

Last revision: