



Association of Administrators in Academic Pediatrics

2024 OPEN CALL FOR NOMINATIONS

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2024 NOMINATING COMMITTEE

Melody Altman
Annamarie Beaulieu
Amelia Randall
Tyler Sebahar
Liz Shifflett

2024 Open Board Positions

On behalf of the 2024 Nominating Committee and the AAAP Board of Directors, I am pleased to announce that we are now accepting nominations for the upcoming elections in May 2024.

This is the second year in our Call for Nominations to active members prior to voting at the annual Business Meeting. Office terms shall commence upon the affirmative vote of at least two-thirds (2/3) of the voting members in attendance at the business meeting, per the [by-laws](#).

The four (4) open positions on the Board of Directors are as follows:

PRESIDENT-ELECT, 2024 - 2025

1-Year Term

**followed by a 1-year term as President & a 1-year term as Past-President*

RESPONSIBILITIES: Familiarize with the history, policies, and ongoing business of the AAAP; provide leadership support for the President and/or Past-President; develop and manage relationships, serve as a liaison to existing and prospective sponsors, including coordinating member outreach programs such as webinars and participating in annual meetings, AAAP/AMSPDC leadership meetings | **SKILLS:** Excellent communication skills, attention to detail, organizational, and planning skills

COMMUNICATIONS DIRECTOR & WEBMASTER, 2024 - 2026

2-Year Term

RESPONSIBILITIES: Serve as point of contact to web host vendor on all aspects of the website i.e., negotiating the services and terms agreement, troubleshooting, maintenance, etc.; maintain/update website content, including membership roster, passwords, online forum, meeting registration, member communication | **SKILLS:** Excellent attention to detail, organizational skills, planning, and communication skills

Applications will be reviewed by the nominating committee and a final slate will accompany a notice of voting to active members, a minimum of thirty (30) days before the business meeting held at the Annual "Spring" Meeting. Prior to the vote at the business meeting, additional nominations by active members, may be proposed for consideration.

If you are interested in serving and/or nominating another AAAP member, complete and return the enclosed nomination form to aaapeds@gmail.com. For additional questions on the process, please feel free to contact me directly.

PROGRAM DIRECTOR-ELECT, 2024 - 2025

1-Year Term

**followed by a 1-year term as Program Director*

RESPONSIBILITIES: Work with Site Host to review possible hotels for annual Spring meeting; secure hotel/contract for Fall Board meeting and annual meeting; participate on annual Spring meeting planning committee; prepare marketing materials for the meeting | **SKILLS:** Excellent attention to detail, organizational skills, planning, and communication skills

MEMBERSHIP DIRECTOR, 2024 - 2027

3-Year Term

RESPONSIBILITIES: Manage membership renewal notices; coordinate the collection of annual membership dues and related correspondence; maintains and monitors membership database for accuracy; responds to member inquiries; utilizes website's listserv to send e-blasts to membership; serve as back-up to the communications director & webmaster to send out member communications | **SKILLS:** Excellent attention to detail, organizational skills, planning, and communication skills

- APPLICATION DEADLINE -

Friday, February 16, 2024

5:00 p.m. (CST)

FEBRUARY 2024

www.aaapeds.org

Melody Altman
Chair, 2024 Nominating Committee

Board Of Directors 2024 Open Call For Nominations

APPLICATION DEADLINE FRIDAY
FEBRUARY 16

SUBMIT
FORMS TO aaapeds@gmail.com

WHICH POSITION IS THE FOR?

- President-Elect, 2024-2025
- Program Director-Elect, 2024-2025
- Membership Director, 2024-2027
- Communications Director & Webmaster, 2024-2026

IS THE CANDIDATE AWARE OF THIS NOMINATION?

- Yes
- No
- Not Applicable

DATE: _____

IS THIS A SELF-NOMINATION?

- Yes, I am nominating myself
- No, I am nominating someone else

YOUR INFORMATION:

CANDIDATE'S INFORMATION:

Name

Title

Institution

Tel #

Email

Name

Title

Institution

Tel #

Email

BACKGROUND: QUALIFICATIONS, EXPERIENCES, SKILLS

Provide a brief description of the candidate's current institutional responsibilities and relevant experience and skills

- APPLICATION DEADLINE -

Friday, February 16 / 5:00 p.m. (CST)

Questions & completed forms to:

aaapeds@gmail.com