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## **COUNCIL JOB DESCRIPTIONS**

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*\*Quotations are from the Bylaws of the American Academy of Child and Adolescent Psychiatry.*

### **I N D E X**

<b>COUNCIL</b>	<b>2</b>
<b>EXECUTIVE COMMITTEE</b>	<b>2</b>
<b>PAST PRESIDENT</b>	<b>9</b>
<b>COUNCILORS-AT-LARGE</b>	<b>10</b>
<b>ASSEMBLY OF REGIONAL ORGANIZATIONS</b>	<b>11</b>
<b>COUNCIL RESIDENTS</b>	<b>13</b>

## **COUNCIL**

The Board of Directors of the Academy, called the Council, consists of sixteen voting members and non-voting resident members (Jerry M. Wiener Resident Member, John E. Schowalter Resident Member, and Diversity, Equity, and Inclusion Leadership Fellows). Article VII: Section 2 of the Bylaws reads, “The direction and management of the affairs of the corporation and the control and disposition of its property and funds shall be vested in Council under leadership of the President.” As leaders of AACAP, Council members are expected to represent the organization and offer guidance, insight, and vote.

Council members are required to participate in all Council meetings and other meetings, as necessary. Council meets two times per year: during the Annual Meeting and the June Council Retreat. In addition, Council has winter and spring conference calls, if necessary. Expenses for the June meeting are paid by the Academy. Council members must financially support their participation in the October meeting as a responsibility of membership. When it comes to overlapping meetings at the Annual Meeting, Council always comes first.

All Council members must keep apprised of issues by reading mailings, agenda materials, and electronic communications. Council members are highly encouraged to participate in the one-week discussion period prior to the one-week voting period. Council members vote via e-mail to approve meeting minutes, policy statements, clinical update series, clinical practice guidelines, or other items/decisions. Council members are to return ballots by the due date. Council members are expected to actively participate as it is part of the responsibility as an elected official.

Council members are expected to review clinical update series and clinical practice guidelines and participate in the consensus group process.

Council members are expected to review AACAP’s homepage regularly to stay updated on AACAP’s major actions.

## **EXECUTIVE COMMITTEE**

### **AACAP Bylaws (Article VI, Section 1(a). Executive Committee Functions)**

*The Executive Committee shall consist of the President, the President-elect, the Secretary, the Treasurer of the corporation, and the Chair of the Assembly.*

### **AACAP Bylaws (Article VI, Section 3. Executive Committee Functions)**

The Executive Committee shall serve in an advisory capacity to the President and Council and shall, at the discretion of the President, act for Council when necessary between meetings of Council except, however, that the Executive Committee may not take any action in conflict with any action taken by Council or the membership of the corporation.

### **AACAP Bylaws (Article IV, Section 2, Elections and Vacancies)**

The corporation shall, prior to every second annual meeting, elect by a majority of mail or electronic votes cast by eligible members for a two-year term the President, President-elect (who shall serve as Vice President until taking office as President), Secretary, and Treasurer.

The President, President-Elect, Secretary, Treasurer, and Chair of the Assembly serve as officers of both the 501(c)(3) and 501(c)(6) during their term of office.

**Per a February 2019 Executive Committee decision**, during their terms in office, AACAP officers cannot serve as:

- Co-chairs of AACAP Task Forces or Resource Groups
- AACAP's liaison to the American Psychiatric Association's Assembly
- AACAP's delegate to the American Medical Association
- Officers of the American Academy of Pediatrics, the American Medical Association, or the American Psychiatric Association
- Board Members of the American Board of Psychiatry and Neurology

**Per an April 2019 Executive Committee decision**, EC members should be discouraged from serving in other leadership roles within AACAP while they are serving on the EC, unless a compelling reason exists. Leadership roles should be shared with as many members as possible.

### **Executive Committee Meetings**

The President chairs the Executive Committee, which meets monthly. Of those meetings, six are in person and six are virtual. The in-person meetings are typically scheduled to be aligned with the Spring Legislative Conference, June Council Meeting, and October Annual Meeting. The September meeting is focused on reviewing the following year's budget. The December meeting is focused on reviewing Committee Annual Reports, collaborating with staff leadership, and signing the holiday cards.

## **PRESIDENT**

The AACAP Bylaws (Article IV, Section 4, Duties of the President) state, "The President shall preside at all meetings of Council. The President shall have general supervision, direction and active management of the business and affairs of the corporation and shall have the general powers of supervision and management usually vested in the office of the President of a corporation without profit under the laws of Delaware."

The President is not eligible for re-election for two years following the expiration of his/her term. The President serves for a total of six years: two years as President-Elect, two years as President, and two years as Past President.

The President is the external leader of AACAP, establishing a proactive presence with the media, elected leaders, regulators, and related organizations. The President works in collaboration with other AACAP leaders to advance the mission of AACAP on behalf of the members and the patients and families they serve. The President presides at several annual meeting functions and serves on the selection committees for the Journal Awards and writes letters to those selected. The President chairs the Executive Committee, which meets monthly; of those meetings, six are in person and six are virtual.

There is a high level of scrutiny for the President. During their tenure, they cannot serve on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.

**The President is a member of the Executive Committee and Council. Duties of the President include, but are not limited to:**

- Provides leadership for the development, advancement, and implementation of strategic planning that will advance AACAP's mission.
- Manages their relationship with Council leadership and the Executive Director/CEO. As Chief Elected Officer, the President helps Council develop a strategic vision for AACAP, including plans to assess performance of AACAP and its components. The President is responsible for the working culture of Council and by extension, AACAP.
- Serves as AACAP's chief spokesperson with all levels of government, public venues, media outlets, and Regional Organizations. The President must be willing to speak with the media when necessary. The President often visits Regional Organizations during the six years of service. The messages of the President are at the discretion of the President and may include recent policy decisions, the importance of the Presidential Theme, and different responsibilities and opportunities for the profession.
- Enhances and advances the public image of child and adolescent psychiatry through position, experience, personal and professional credibility, integrity, and reputation.
- Strengthens the financial position of the organization and collaborates with member leaders and staff through development and fund requests, membership development, membership program services, and expansion of non-dues revenue streams.
- The President, Treasurer, and Executive Director/CEO are the only individuals who can sign checks. The Treasurer signs checks when the Executive Director/CEO is unavailable, when the monetary amount is \$15,000 or higher, and when the check is designated for the Executive Director/CEO.
- Authorizes emails and other correspondence to the membership on their behalf.
- Serves as liaison to foundations, donors, and funding bodies such as, corporations, hospitals, and hospital chains with the goal of raising support for AACAP functions and projects.
- Works with appropriate association and organization leaders to build coalitions and consensus on key issues.
- Partners effectively with the other leading healthcare and child organizations and groups engaged in advancing improvement of treatments for psychiatric disorders.
- Serves as the chief signatory and decision-maker regarding messages to the United States Congress and governmental institutions such as, SAMHSA, CMHS, NIMH, NIDA, NIAAA, and FDA.
- Collaborates with fellow presidents of cooperating organizations, such as the APA (Psychiatry), APA (Psychology), AMA and AAP. Promotes AACAP's agenda in their work with all other organizations.
- Maintains international collaboration and encouraging interaction with other allied associations.

Often participates in the meeting of the International Association of Child and Adolescent Psychiatry and Allied Professions (IACAPAP), which is held every two years.

- Serves as an ex-officio member of the Klingenstein Third Generation Foundation Advisory Board.
- Motivates and empowers state leaders and members through writing, speaking, and a vigorous and recognized presence in front of key groups.
- Advocates on behalf of all members, child and adolescent patients, and their families.
- Creates and manages change, building consensus, and, when appropriate, respectfully challenging ideas for the betterment of the organization and the profession.
- Serves as chairperson of all meetings of the Executive Committee and Council and attends and participates in the Assembly of Regional Organizations of Child and Adolescent Psychiatry meetings and component meetings, as needed.
- Oversees the management of different responsibilities of their fellow officers and appointed representatives. As such, they oversee all correspondence done in the name of AACAP, particularly by the Secretary and President-Elect.
- Appoints and reappoints membership to AACAP committees and task forces whose terms begin during their Presidency. Per AACAP Bylaws (Article VI, Section 1(c), Formation of Committees) “All other committees shall be appointed by the President as necessary for the conduct of the corporation’s business, and the President shall appoint a successor for the unexpired term of any Nominating Committee vacancy.” The President serves as an ex-officio member of AACAP committees and task forces.
- Responsible for review and development of policy and the work of all components of AACAP. Promotes leadership among the membership through outreach in the appointment process. People come to the attention of the President through recommendation by other members, visits to the Regional Organizations and components, and by reputation.
- Responsible for all membership issues such as recruitment and retention of members and oversight of all membership procedures. The President also signs membership certificates.
- Performs an annual evaluation of the Executive Director/CEO with input from the Executive Committee.
- In even years, the President selects the John E. Schowalter, MD, Resident Member of Council to serve as a representative of the trainees, residents, and medical students for two years.
- Selects the topic for the Town Meeting in even years.

### **Annual Meeting**

- The incoming President gives the Karl Menninger, MD, Plenary address at the Annual Meeting the year they take office. The address is published in the *Journal*, preferably as the first article in the January issue after the Annual Meeting. This article is not to be reviewed by the *Journal* editorial board. The President writes a column for each issue of the bimonthly *AACAP News*.
- The President makes the final decision regarding the location of the President’s Reception

during the Annual Meeting after receiving information on possible venues from the Director of Meetings and CME.

- The President selects the Annual Meeting plenary speakers during their Presidency.
- The President selects the interviewees for the Presidential Interview and conducts the interview during the Annual Meeting.
- The President selects the Virginia Q. Anthony Outstanding Women Leader Award recipient.

### **Presidential Initiative**

- The President may undertake a Presidential Initiative designed to promote the field of child and adolescent Psychiatry
  - In October 2011, Council approved the following Presidential Initiative funding (across four years as President-Elect and President):
  - Presidential Initiatives after 2015:
    - ✓ \$40,000 (Presidential Initiative) and \$20,000 (Discretionary) (second year as President-Elect and two years as President)
    - ✓ The President or President-Elect can submit a proposal for additional funding for a Presidential Initiative that includes a budget, timetable, and deliverables for consideration by Council.

### **Honorarium and Travel Funds**

The President will receive an honorarium as determined by Council for the above duties.

- In June 2013, Council voted to increase the President's honorarium to \$90,000 and recommended this amount be reviewed by Council at its June meeting on odd years.
- In June 2015, Council voted to increase the President's honorarium to \$100,000.
- In June 2017, Council voted to increase the President's honorarium to \$110,000.
- In June 2019, Council voted to automatically increase the presidential honorarium every two years based on the overall budgeted staff salary percentage increases. In 2019, Council voted to increase the President's honorarium to 115,000.
- In June 2021, Council approved increasing the President's honorarium to \$120,000.
- In June 2023, Council approved increasing the President's honorarium to \$130,000.
- In June 2025, Council approved increasing the President's honorarium to \$139,100.

### **PRESIDENT-ELECT**

The President-Elect serves for two years as Vice-President until taking office as President during the Annual Meeting at the final meeting of Council at the beginning of New Business.

There is a high level of scrutiny for the President-Elect. During their tenure, they cannot serve on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.

**The President-Elect is also a member of the Executive Committee and Council. Duties of the President-Elect include, but are not limited to:**

- Per AACAP Bylaws (Article IV, Section 5), “During the absence or disability of the President, the Vice President (President-Elect) shall exercise all the functions of the President.”
- May undertake duties as assigned by the President.
- Keeps abreast of AACAP issues and developments in preparation for the Presidency.
- Reviews and approves all appointments that will begin after the last day of the Annual Meeting in odd years. The co-chair appointment process typically begins in the Spring of odd years.
- In odd years, selects the Jerry M. Wiener Resident Member in the year they take office to serve during their term as President as a representative of the trainees, residents, and medical students.
- Serves as an ex-officio member of the Program Committee and works with this Committee to decide the topics for the Annual Meeting Member Forum. As such, they review annual meeting submissions and makes recommendations to include specific topics to ensure a well-balanced program.
- Selects the topic for the Town Meeting in odd years.
- Chooses which events are to be featured in promotional material included in the Registration Magazine and different fliers and emails to members.
- The year prior to taking office as President, they have available their Presidential Initiative Fund of \$40,000. This fund will be available through December 31 of the President’s last year in office. The President or President-Elect can submit a proposal for additional funding for a Presidential Initiative that includes a budget, timetable, and deliverables for consideration by Council.
- As per the President, it is understood these travel funds, in the amount of \$20,000 are for use: 1) during the second year of their President-Elect term and during the two years as President; and 2) travel to regional organization/international meetings (only when the host organization does not pay expenses).
- Responsible for their travel expenses to the fall Annual Meeting. Expenses incurred to attend a committee/task force meeting are paid from that committee’s budget and Executive Committee/Council meetings (outside the Annual Meeting) are paid by those respective budgets.
- Assumes the responsibility of reviewing election materials if the Secretary has any conflicts of interest or if the Secretary is nominated for any position in the election.

## **SECRETARY**

The Secretary shall keep the records of the corporation under the supervision of the President and Council, including the permanent record of all minutes of meetings of Council that minutes shall be signed by him/her as Secretary. The Secretary shall have charge of all such additional books and papers as Council may direct, and shall, in general, perform all such duties as are incidental to the office of Secretary of a corporation without profit under the laws of Delaware.

The Secretary is a member of the Executive Committee and Council. The Secretary fills a vacancy in the position of President-Elect until an election is held.

The Secretary is responsible for reviewing and approving minutes of the Executive Committee and Council meetings/conference calls. When appropriate, they collect and review Disclosures of Affiliation and, when appropriate, reports any concerns to the President. The Secretary has member oversight over the

Transparency Portal on AACAP's website.

Throughout the year, the Secretary manages all membership and bylaws issues and serves as an ex-officio member of those respective committees/task forces. The Secretary signs membership certificates and reviews dues statements. The Secretary reviews and approves all surveys of the AACAP membership as well as include/suggest specific survey questions about whether AACAP is fulfilling the needs of the membership before recommending to Council. They will work with Member Services/Communications to analyze the results of any survey.

The Secretary oversees the AACAP election process, including communications and written materials. They review correspondence with nominated candidates and announcements going out to the voting membership. The Secretary reviews all election and balloting materials in terms of adherence to AACAP policy, completeness, and disclosures.

If the Secretary has a conflict of interest with reviewing election and balloting materials, the responsibility rests with the President-Elect. If the Secretary is nominated for any office in an AACAP election, the President-Elect should stand-in for the Secretary in the role of reviewing the AACAP election materials and implementation. Post-election each year, the Secretary provides feedback on the election process with key staff including potential ways to improve participation.

The Secretary is ex-officio on the Membership Committee, Bylaws Committee, and Ethics Committee.

The Secretary serves on the Ad Hoc Committee on Editorship and Publications.

The Secretary is the designated official for AACAP's Financial Conflict of Interest Policy for Investigators/Key Personnel with Public Health Service (PHS)-Sponsored Research and is responsible for ensuring implementation of the policy and may suspend all relevant activities until the financial conflict of interest is resolved or other action deemed appropriate is implemented.

There is a high level of scrutiny for the Secretary. During their tenure, they cannot serve on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.

## **TREASURER**

The Treasurer establishes financial policies for the Academy and is responsible for general oversight of the Academy's financial affairs and makes recommendations to the Executive Committee and Council on the funding and accounting for Academy programs. Per AACAP Bylaws (Article IV, Section 7), (a) The Treasurer shall be responsible for all the funds, property, and other assets of the Corporation and for an accounting of these and shall, in general, perform all duties that are consistent with the office of Treasurer of a not-for-profit corporation under the laws of Delaware. (b) The Treasurer shall arrange for an annual audit of the corporation accounts.

There is a high level of scrutiny for the Treasurer. During their tenure, they cannot serve on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.



**The Treasurer is a member of the Executive Committee and Council. Duties of the Treasurer include, but are not limited to:**

- The Treasurer serves as the elected financial officer of AACAP. Performs all duties that are pertinent to the office of Treasurer, always under the direction and control of Council and the President.
  - Provides member leadership to the financial operations of the Academy.
  - In collaboration with the Executive Director/CEO and the CFO/COO, monitors all AACAP financial activity, provides preliminary approval to planned major expenditures, and reports regularly to the Executive Committee and Council on all financial activities of the Academy.
  - The Treasurer makes recommendations to the Executive Committee and Council with respect to budgets, investments, financial services, and other financial activities of the Academy with the Council making final decisions with respect to AACAP financial operations and activities.
  - With the Executive Director/CEO and CFO/COO, provides member oversight of the AACAP budget development process. The Treasurer presents the following year's budget to the Executive Committee in September and to the Council in October.
- Ensures there is an “annual audit of the corporation accounts” (AACAP Bylaws, Article IV, Section 7 Duties of Treasurer)
  - Presents recommendations from the Financial Planning Group to the Executive Committee on engaging/retaining the audit firm.
  - Signs the auditor engagement letter.
  - After review by the Financial Planning Group, works with the Executive Director/CEO and Chief Financial Officer to ensure all appropriate audit recommendations are fulfilled.
- The Treasurer has the fiduciary responsibility for the periodic review of the Academy's financial statements, budgets, audit reports, investments, pension funds/plans and tax returns.
- The Treasurer, with the assistance of the Financial Planning Group Co-Chairs and Executive Director/CEO shall receive and review all investment reports.
- The Treasurer is responsible for approving and signing checks: 1) payable to the Executive Director/CEO and 2) that exceed \$15,000.
- The Treasurer serves on the:
  - Grants Oversight Committee
  - Gifts and Endowments Committee
  - Liability Insurance Purchasing Group
  - Financial Planning Group
    - Financial Planning Group provides advice and recommendations for the Treasurer to consider and pass on to the Executive Committee and Council.
- The Treasurer reviews all major contracts for the Academy.

## **PAST-PRESIDENT**

The Past-President serves as a member of Council for two years after their Presidency. During these two years, they serve as chair of the Nominating Committee. The Nominating Committee is responsible for choosing the best candidates for the open positions in AACAP elections.

The Past-President orients new Council members about their responsibilities following the October Annual Meeting.

A Past-President may also serve on the Policy Statement Advisory Group.

## **COUNCILORS-AT-LARGE**

Councilors-at-Large are elected for a term of three years. They are not eligible for re-election to Council as Members-at-Large for three years after the expiration of their term. These members should excel in paying attention to details and encourage people to be team members.

Councilors-at-Large and Assembly Representatives to Council serve as Cluster Facilitators and are assigned a “committee cluster,” a group of committees to facilitate. This role is critically important to the effective functioning of the organization. The role of the Cluster Facilitators is to serve as a liaison between leadership and committees. Cluster Facilitators keep informed about the activities of the committees in his/her cluster and advocate for the concerns of committees. Cluster Facilitators are not responsible for the work of the committees but will offer guidance and help keep projects moving forward. For instance, if a committee is assigned a project, the Cluster Facilitator will check in periodically to be sure the committee is moving forward in its work.

Cluster Facilitators are integral to the development of AACAP policy statements. They are notified when a committee in their cluster is developing a policy statement and determine which other committees should be consulted in the process.

Cluster Facilitators meet with committee chairs virtually in the spring to talk about committee mid-year reports and meet with the committee chairs in their clusters during the Annual Meeting to discuss ongoing projects and areas of cooperation or overlapping pursuits among the committees.

At the Council meeting following the cluster meeting, Cluster Facilities are expected to highlight the action items of their committees, inform Council how the committees are functioning, and let Council know if any of the committees are struggling. They should also be familiar with each committee’s charge and inform Council whether or not each committee is fulfilling its charge. Cluster Facilitators may present any budget requests that are submitted outside the budget cycle to Council for a vote. As Cluster Facilitators, Councilors may accept funding request forms from committees in their cluster. These forms are collected at the Annual Meeting and presented to Council during the Saturday Council meeting before the budget is voted on; forms must include a detailed budget and goals for the project. These requests can only be for committees for projects if the project seems well-planned, addresses a need, has a clear written budget, and has a goal or product for the project. Funding should only be requested for projects planned after the regular budget process.

The Executive Committee and staff will loop Cluster Facilitators into discussions relating to issues

with committees.

#### Calendar

- **April/May:** Cluster Facilitators review Committee Mid-Year Reports and reach out to those who have not submitted a report.
- **May/June:** Cluster Facilitators hold a virtual meeting with the chairs of their cluster. Cluster staff liaisons will send an agenda for the call to Cluster Facilitators to review. Topics on the agenda will include the purpose of clusters, an overview of the call, committee reports, committee requests of Council, and AACAP updates.
- **June Council Retreat:** Cluster Facilitators present oral reports to Council on their committees' activities based on the written committee reports and conference calls. Report contents will be reflected in the Council minutes.
- **July/August:** Cluster Facilitators reach out to their respective committee co-chairs regarding the Abramson Fund and Campaign for America's Kids (CFAK). Deadlines for both are in August.
- **September/October:** Cluster Facilitators and Cluster Staff Liaisons connect to review reporting to Council, meetings during the Annual Meeting, transitioning to new Cluster Facilitators, and any changes in the coming year.
- **Committee Chairs Meeting:** Cluster Facilitators and their staff liaisons attend the committee chairs meetings at the Annual Meeting and meet with their cluster.
- **October Council Meeting (Saturday):** Cluster Facilitators present oral reports to Council on their committees' activities based on their in-person meeting at the Annual Meeting. Contents of those reports will be reflected in the Council minutes.
- **November:** Cluster Facilitators will review Committee Year-end Reports and reach out to those who have not submitted a report.

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## ASSEMBLY OF REGIONAL ORGANIZATIONS

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### **CHAIR, ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY**

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The Assembly officers are elected by the Assembly for two-year terms and should reflect diverse geographic areas and sizes of regional organizations. The Chair is not eligible for re-election as Chair of the Assembly for two years following expiration of office. The Assembly Chair must be a delegate to the Assembly and a Distinguished Fellow member of AACAP.

The Assembly Chair is a member of the Executive Committee and Council. **Duties of the Assembly Chair include, but are not limited to:**

- Conducts semi-annual meetings of the Assembly (A body of delegates and alternates representing 60 regional organizations of child and adolescent psychiatry), determines the agenda for these meetings and leads the Assembly during their term.
- Presides at Assembly meetings and virtual meetings of the Assembly Executive Committee.
- Represents the Assembly of Regional Organizations of Child and Adolescent Psychiatry as a voting member of the Executive Committee and serves as a member of Council during their two-year term.
- Responsible for reporting to Council and the Executive Committee on the Assembly's activities.

- Oversees the Assembly Executive Committee in the following selection processes: The Assembly Resident Representative (even years), Assembly ECP Representative (odd years), Assembly Catchers in the Rye Awards, and Advocacy and Collaboration Grants.
- Serves as the Chair of the Assembly Nominating Committee in their second year as Assembly Chair, which consists of two delegates elected by the Assembly.
- Appoints committees/task forces of the Assembly, as necessary.
- Serves as a Regional Representative to one of the five regions to increase communication between the ROCAPs and Assembly Executive Committee.
- Serves as liaison to a Committee Cluster to help Committee Chairs and Cluster Facilitators consider ways to involve and engage the Regional Organizations in their work.

There is a high level of scrutiny for the Assembly Chair. During their tenure, they cannot serve on speakers' bureaus or industry advisory boards, provide consultation to industry, or accept travel support or honoraria from industry.

### **CHAIR-ELECT, ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY**

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The Assembly Chair-Elect serves as a member of the Assembly Executive Committee and as a member of Council representing the Assembly during their two-year term. Per Article VIII, Section 9 of the Bylaws, "In the event of a vacancy in the position of the Chair of the Assembly, the Chair-Elect of the Assembly shall automatically become the Chair of the balance of the term of office, and the Assembly shall promptly elect a new Chair-Elect of the Assembly. The Chair-Elect can serve a maximum of four consecutive years on Council. The Chair-Elect manages the Advocacy & Collaboration Grants, solicits *AACAP News* articles from Assembly Delegates/regional organizations, and other duties assigned by the Assembly Chair. The Assembly Chair-Elect must be a delegate to the Assembly and a Distinguished Fellow member of AACAP.

The Chair-Elect serves as a Regional Representative to one of the five regions to increase communication between the ROCAPs and Assembly Executive Committee.

The Chair-Elect serves as liaison to a Committee Cluster to help Committee Chairs and Cluster Facilitators consider ways to involve and engage the Regional Organizations in their work.

### **SECRETARY-TREASURER, ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY**

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The Assembly Secretary-Treasurer serves as a member of the Assembly Executive Committee and a member of Council representing the Assembly during their two-year term. As Secretary, they are responsible for overseeing the accuracy and thoroughness of all Assembly Meeting minutes. As Treasurer, they oversee the Assembly budget and all financial transactions undertaken by the Assembly as a whole. The Secretary-Treasurer oversees soliciting updated regional organization rosters, requesting D&O insurance information from regional organizations, changing regional dues/EFT updates, requesting updated bylaws/articles of incorporation from regional organizations,

and monitoring AACAP-sponsored websites to regional organizations.

They serve as a delegate to the Assembly and as a General or Fellow member of AACAP. The Assembly Secretary-Treasurer administers and oversees the Assembly elections. They serve as a member of Assembly selection committees and can be delegated duties by the Assembly Chair, as needed. The Assembly Secretary-Treasurer can serve a maximum of four consecutive years on Council.

The Secretary-Treasurer serves as a Regional Representative to one of the five regions to increase communication between ROCAPs and the Assembly Executive Committee.

The Secretary-Treasurer serves as liaison to a Committee Cluster to help Committee Chairs and Cluster Facilitators consider ways to involve and engage the Regional Organizations in their work.

### **ASSEMBLY REPRESENTATIVES TO COUNCIL, ASSEMBLY OF REGIONAL ORGANIZATIONS OF CHILD AND ADOLESCENT PSYCHIATRY**

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The Assembly Representatives to Council serve as members of the Assembly Executive Committee and serve on Council as Representatives of the Assembly for two-year terms. They must retain their position as delegates during their term of office. The Assembly Representatives can serve a maximum of four consecutive years on Council. These members are elected in alternate years from the Assembly officers and serve as a member of Assembly selection committees. They can be delegated duties by the Assembly Chair, as needed. They must be a delegate to the Assembly and a General or Fellow member of AACAP. One Representative serves on the Bylaws Committee and is selected by the Assembly Chair, unless they choose to select another member of the Assembly Executive Committee. Per Article VIII, Section 9 of the Bylaws, "Any vacancy in the positions of Chair-Elect, Secretary-Treasurer, or at-large representative to Council shall be promptly filled by an election held by the Assembly."

The Assembly Representatives each serve as a Regional Representative to one of the five regions to increase communication between ROCAPs and the Assembly Executive Committee.

The Assembly Representatives to Council each serve as a liaison to a Committee Cluster to help Committee Chairs and Cluster Facilitators consider ways to involve and engage the Regional Organizations in their work.

### **JERRY M. WIENER RESIDENT MEMBER / JOHN E. SCHOWALTER RESIDENT MEMBER**

The Jerry M. Wiener and John E. Schowalter Resident Members of Council are appointed in alternate years (Wiener in odd years, Schowalter even years) by the President/President-Elect in the summer of the year the resident takes office. Residents must be first year child and adolescent psychiatry residents, fourth year triple boarders, or second year post pediatric portal trainees (as of July 1) in the same year as taking office. Residents are expected to serve two years, inclusive of three (3) Annual Meetings and two (2) Council Retreats, beginning at the close of the October Council meeting of the appointment year.

Resident Members do not vote but interact with as many general and child and adolescent psychiatry trainees and medical students as possible in appropriate AACAP action and represent the concerns of residents in Council deliberations during their two-year terms. The junior Resident Member serves as a member on the Committee on Medical Students and Residents during the first year of their term. During the second year of their term, the Resident Member serves as Chair of Innovation, the MSR subcommittee designed to vision new ideas and initiatives.

The resident attends their first Council meeting during the Annual Meeting in the year of appointment as an orientation. The participation of the resident member in the June Council Retreat will be funded by AACAP. Resident members are encouraged to apply for the Educational Outreach Program to receive funding for the Annual Meeting.

Both Resident Members review the applicants for the senior Resident Member's successor and make a recommendation to the President/President-Elect. The senior Resident Member is involved in the selection of the Educational Outreach Programs (resident travel awards). Resident Members assist residents appointed to all appropriate components and otherwise communicates with the residents.

### **DIVERSITY, EQUITY, AND INCLUSION LEADERSHIP FELLOWS**

The goal of the AACAP Diversity Equity and Inclusion (DEI) Emerging Leaders Fellowship is to support AACAP in strengthening its diversity leadership and workforce development efforts across the organization and the *Journal of the American Academy of Child and Adolescent (JAACAP)*.

This two-year fellowship offers mentorship and leadership experience in the following AACAP areas:

- AACAP Council
- JAACAP
- Program Committee

In subsequent years the Fellowship will include positions in other AACAP priority areas such as:

- Clinical Practice
- Government Affairs/Advocacy
- Research

Through the DEI Fellowship, Fellows will complete projects and be assigned a mentor. Upon completion of the project, the Fellow must complete an article for *AACAP News*. Fellows must also attend AACAP meetings related to their area (i.e., Council Retreat, Annual Meeting, Program Committee Meeting, *JAACAP* Meetings).