



## AAP Committee Volunteer Position Description

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### Position Title –

AAP Committee Member

### Work Location –

The majority of committee work will be conducted via conference call. AAP committees will meet in person annually at the AAP Annual Meeting and additionally in person as deemed necessary by the Committee Chair.

### Impact –

Each AAP committee has a specific set of responsibilities and goals that were set based on the [AAP strategic plan](#). The committee members are involved in various activities to support the AAP strategic plan and to enhance the AAP mission to create the future of academic physiatry through mentorship, discovery and leadership.

### Roles and Responsibilities –

- Attend committee meetings and/or conference calls
- Volunteer for projects/task assignments as needed
- Attend the AAP Annual Meeting

### Qualifications –

- Be an active member of the AAP
- Availability and ability to commit time and energy

And have an interest or expertise in one of the following areas:

- Education Committee – development of educational content and professional development material for AAP members
- Governance Committee – review of audit, financial reports and update of association policies
- Leadership Development and Recognition Committee – review volunteer applications, fill committee openings and select award recipients



- Membership Committee – increase and retain AAP membership
- Program Committee – develop and plan educational sessions for the AAP Annual Meeting
- Public Policy Committee – advocate the public policy interests of the AAP regarding policies, laws and regulations
- Research Committee – supports individuals and organizations interested in research through education, resources and outreach

**Commitment –**

- Committee members serve a two-year term, which may be renewed one time for a total of four years of service on a committee.
- Most committees meet by conference call every 4 weeks during the year.
- 1 in person meeting at the AAP Annual Meeting yearly.
- 4 – 8 hours per month on committee projects/tasks as needed.

**Orientation –**

- New committee members attend their first committee meeting at the AAP Annual Meeting. This in-person meeting allows them to meet the other committee members as they are introduced to the work of the committee.
- All incoming committee members are required to complete a Conflict of Interest form.
- Additionally, some committees may ask members to complete a Non-compete confidentiality agreement as part of their onboarding process.

**Volunteer(s) Supervisor and Contact Information –**

Education, Program Committees – Candace Street, [cstreet@physiatry.org](mailto:cstreet@physiatry.org)

Governance, Public Policy Committees – Tiffany Knowlton, [tknowlton@physiatry.org](mailto:tknowlton@physiatry.org)

Leadership Development and Recognition Committee, Membership and Research Committees – Amy Schnappinger, [aschnappinger@physiatry.org](mailto:aschnappinger@physiatry.org)

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