# Chair

**3-year term. 1st year as Chair Elect, 2nd as Chair, and 3rd as Past-Chair**

**Estimated time commitment of 8 hrs/month averaged across the academic year**

Responsibilities

* Provides leadership to the steering committee members, guiding them in achieving community goals and objectives
* Chairs Steering Committee meetings, ensuring that meetings are conducted effectively and efficiently
* Presides over the annual APQI business meeting each November ahead of the AAMC LSL annual meeting, including the development of presentation materials in collaboration with the Steering Committee and other APQI working groups
* Leads the development and implementation of the community's strategic plan, setting ambitious goals and priorities in alignment with the community's mission and vision
* Work with the Steering Committee to develop and oversee the association’s annual budget, ensuring financial resources are managed responsibly
* Promote member engagement and participation in organizational activities
* Serve as the primary spokesperson for the community
* Advocate on behalf of the community and its members on issues relevant to the medical education accreditation profession
* Oversee the development and delivery of professional development programs and conferences

Minimum Qualities & Qualifications

* Knowledge of medical education and accreditation standards
* Experience in strategic planning
* Basic understanding of financial management
* Previous experience with leadership in an academic or organizational setting
* Direct and significant involvement in accreditation efforts at their institution
* Outstanding verbal and written communication skills
* Demonstrates capacity to fulfill the time requirement and expectations of the role
* Active engagement in APQI (e.g. committee membership, annual meeting presentation, attendance in monthly webinars, active participation in listserv)

Preferred Qualities & Qualifications

* Internal institutional leadership on LCME accreditation
* Leadership on internal institutional CQI committee
* Experience with leadership in an accreditation-related organization
* Experience in program planning