

**Association of Program Directors in Internal Medicine
Program Administrators Advisory Council
Guiding Principles**

1. Background

The Association of Program Directors in Internal Medicine (APDIM) Program Administrators Advisory Council (PAAC) was established to assist in the promotion of excellence in internal medicine residency education and training. The group works to represent and advocate for the program administrator constituency within the organization. The PAAC is committed to promoting teamwork and excellence in internal medicine residency training programs by cultivating ongoing and effective communication between program directors, faculty, and administrators; and providing a forum for program administrators to collaborate, share best practices, and generate solutions to residency program management issues. The PAAC seeks to enhance the efficiency and effectiveness of residency training program administration, and promote career development, satisfaction, and retention of program administrators.

2. Purpose

The purpose of the PAAC guiding principles is to provide guidance to PAAC leadership, ensure effective governance, and define PAAC's structure within APDIM.

3. Membership

APDIM is a founding member of the Alliance for Academic Internal Medicine (AAIM). All founding members may define constituent member categories and criteria. A founding member may elect to delegate definition of member categories to its affiliate group(s). A member is loosely defined as an individual physician or non-physician administrator, manager, or coordinator currently employed by a department of medicine in an AAIM member institution. A member institution may be an academic medical center, health system or community teaching hospital or institution.

The APDIM Guiding Principles define the position titles as eligible for membership which includes internal medicine residency and subspecialty fellowship program administrators and coordinators are eligible for membership. The PA Member Services Workgroup will assist AAIM staff with questions regarding membership eligibility.

4. Meetings

Educational programs, workshops, seminars, and virtual programs will be developed with the support of the APDIM Council as a benefit to PAAC members. Through an established program planning process, the PAAC will plan its meetings to coincide with national

meetings sponsored by APDIM. PAAC meetings will be budgeted according to AAIM Finance Committee guidelines, and will be submitted for review and approval at least annually. Expenditure of resources for meetings require approval of the AAIM Finance Committee. The PAAC agrees to follow standard procedures and protocols during the meeting planning and delivery process.

5. Governance

The PAAC serves as the leadership entity representing internal medicine residency and subspecialty fellowship program administrators and coordinators within APDIM. APDIM Council has final authority over the PAAC; however, ADPIM Council delegates much of its authority for day-to-day operations of this affiliate member group to the PAAC. The PAAC shall consist of elected officers, elected councilors, and appointed chairs. The officers of PAAC shall consist of Chair, Chair-Elect, and Past Chair. In addition to the three officers, there will be six councilors and the appointed chair(s) of standing program administrator (PA) committees or workgroups. There shall not be fewer than nine (9) or greater than thirteen (13) total council members (officers, councilors, and committee chairs). No council member may hold more than one office at any one time or serve more than seven consecutive years on PAAC. There will be no more than two individuals from the same academic institution on the council at the same time. The council will meet at least quarterly, either in person or by conference call.

A. Officers and their duties

Chair. The Chair will serve a term of one year and shall engage the PAAC to lead the general direction and promotion of education administrators within APDIM. The Chair shall preside over the meetings of the PAAC, shall be assisted by the other councilors and may seek aid, as needed, from other individuals. The Chair shall serve as a voting, ex officio member to the APDIM Council. The Chair may also serve as an ex officio member of any program administrator committee.

Chair-Elect. The Chair-Elect will serve a term of one year and at the end of one year assume the role of Chair. The Chair-Elect shall in the absence or incapacity of the Chair, perform the duties of the Chair. The Chair-Elect shall perform other such duties as may be delegated from time to time by the Chair; and shall otherwise function as a member of the council. The Chair-Elect must have been a member of the PAAC or a have served on a PA committee at the time of nomination. The Chair-Elect will also serve as an ex officio member of the APDIM Program Planning Committee and member of the APDIM PA Program Planning Committee.

Past Chair. The Past Chair will serve a term of one year and shall in the absence or incapacity of the Chair and Chair-Elect, perform the duties of the Chair, and shall perform other such duties as may be delegated from time to time by the Chair; and shall otherwise function as a member of the council. The Past Chair shall also serve as Chair

of the PA Nominating Committee and ex officio of the PA Program Planning Committee.

Other Conditions. Should the current Chair or Chair-Elect cease to be an individual who supports the programs that train internal medicine residents or fellows, but remains in an academic medicine position, he/she is eligible to complete his/her elected term through Past Chair, subject to the approval of the APDIM Council. In such case, where approval is granted, the individual must remain enrolled as a program administrator member of APDIM and shall be afforded the full rights and privileges of an active PAAC member through the duration of his/her elected term.

Vacancies in any office arising from any cause may be filled by the PAAC by a two-thirds (2/3) vote of the PAAC. The PAAC may remove any councilor at any time by an affirmative vote of (2/3) of the PAAC.

B. Councilors

Councilors serving on the PAAC will be current and active internal medicine residency or subspecialty fellowship program administrators or coordinators at an AAIM member institution. There shall be a total of six councilors (6) of which each serve a term of three years.

If an active member serving on the council in any capacity other than Chair-Elect, Chair, or Chair President leaves their program administrator or coordinator position within internal medicine, but remains in an academic medicine position, he/she is eligible to complete their term, subject to the approval of the PAAC. In such case, where approval is granted, the individual must remain enrolled as a program administrator or coordinator member of APDIM and shall be afforded the full rights and privileges of an active PAAC member through the duration of his/her elected term.

The Chair may, during the absence of any councilor, and with the exception of voting rights, delegate said councilor's duties to any other councilor on an interim basis.

C. Council Selection

An election is held annually for the Chair-Elect and two councilors. Each term is scheduled to begin the first day of the new fiscal year (July 1) following the election.

D. Committees

General PA Committee Participation. The PAAC Chair, with the advice of the PAAC and approval of the APDIM Council, may appoint a series of standing and *ad hoc* PA committees to address issues important to education administrators and related to the mission of APDIM. Membership on PA committees shall be open to all current residency or fellowship program administrator members.

The PAAC Chair, with the advice of the PAAC officers, will also appoint the chairs of the PA committees. Terms for PA committee chairs and members will generally be for two years, unless otherwise directed by the PAAC Chair. The PAAC has the option to renew membership on a committee following the completion of a term. With the exception of the PAAC Chair, no other residency or fellowship program administrator member will be permitted to serve on more than one PA committee at a time.

PA Nominating Committee. The PAAC Chair shall ensure a five (5) member PA Nominating Committee is appointed at the start of each fiscal year (July 1). The immediate Past PAAC Chair will serve as Chair of the PA Nominating Committee. In the event the past chair is not available to serve as chair of the PA Nominating Committee, the PAAC Chair will appoint another individual to serve as chair.

The committee composition shall include the PAAC past chair, chair, and chair-elect. The PAAC chair will select active program administrators members to fill the remaining vacancies to serve on the committee for a two year term. Only program administrators can serve on the nominating committee.

The PA Nominating Committee shall propose a slate of candidates consisting of the Chair-Elect and other council positions eligible for election. All candidates must be current, active residency or fellowship program administrator members of APDIM. Candidates for Chair-Elect must have served on a PA committee and presented at a national meeting. Members of the PA Nominating Committee are not eligible to be nominated or selected for the ballot for open PAAC positions while actively serving on the PA Nominating Committee.

6. Awards

The PAAC is also responsible for defining the criteria for and selecting the recipient of the APDIM Program Administrator Service Award.

7. Finances

Budgets for approved activities are developed by AAIM staff. The APDIM Treasurer will review PAAC programmatic activities as part of the overall AAIM budget review process. All requests for non-budgeted expenditures and resources must be submitted to the AAIM staff for review and research. Resource requests will be submitted to the AAIM Finance Committee for review and recommendation by the APDIM Treasurer. Based on the total amount requested, AAIM staff will follow financial policy to determine level of approval required.

AAIM and its founding member organizations do not provide compensation to volunteer leaders beyond reimbursement of reasonable expenses for related travel or other AAIM or APDIM business, as outlined in the AAIM Expense Reimbursement Policy.

8. Voting

- A. Election.** Annual votes program administrator council positions will be conducted by an electronic ballot. The total number of votes received shall constitute a quorum. Nominees for each PAAC position who receive a simple majority of votes returned will be offered a position on the PAAC. For a vote taken on any other matter, except as otherwise provided in the Guiding Principles, the matter shall be acted upon affirmatively according to the largest number of votes cast.
- B. PA Council or Committee Meetings.** At all meetings of the PAAC or PA committees, a simple majority of voting PAAC or PA committee members present shall constitute a quorum. If a vote is taken on any matter during a meeting, except as otherwise stipulated in the Guiding Principles, the matter shall be acted on affirmatively following a favorable vote by a simple majority of voting PAAC or PA committee members.

9. Amendments to Guiding Principles

Amendments to the guiding principles may be made in accordance with the following procedures:

- A.** Proposed amendments will be submitted to the APDIM Council for review and approval.
- B.** The proposed amendment(s) will be adopted upon the affirmative vote of the APDIM Council.

<p>Approved by APDIM Council: 11/10/2015 Effective date: 11/10/2015</p>
