

AMERICAN
PSYCHIATRIC
ASSOCIATION



**Chief Executive Officer and
Medical Director
Position Specification
2023**

Organization Overview

ORGANIZATION OVERVIEW



- Organization
- Vision
- Mission
- Values
- Leadership

THE POSITION

THE PERSON

ENGAGEMENT TEAM

[American Psychiatric Association](#)

The American Psychiatric Association is to be the premier psychiatric organization that advances mental health as part of general health and well-being.

The mission of the American Psychiatric Association is to:

- promote universal and equitable access to the highest quality care for all people affected by mental disorders, including substance use disorders;
 - promote psychiatric education and research;
 - advance and represent the profession of psychiatry; and
 - serve the professional needs of its membership.
- High quality patient care
 - Highest ethical standards of professional conduct
 - Sensitivity and compassion for patients and their families
 - Health equity
 - Diversity and inclusion
 - Patient-centered treatment
 - Scientific research
 - Advocacy for patients
 - Advocacy for the profession
 - Lifelong professional learning
 - Collegiality
 - Respect for and collaboration with all health professionals

[Board of Trustees](#)
[Assembly](#)
[Councils](#)

[District Branches & State Associations](#)
[Administration](#)
[Governance Meetings](#)

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- [APA Foundation](#)

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APA Foundation's community-based programs are designed to educate and empower and are focused on removing barriers to mental health care, increasing public awareness and addressing the unmet needs of underserved populations where they live, learn, work, worship and play. The Foundation's work reaches, among others, employers, schools, the judiciary, and faith communities that are committed to educating the public about mental health awareness and action.

As the philanthropic and educational arm of APA, the Foundation combines the knowledge and credibility of the world's largest organization of physician-psychiatrists with its patient and family-centered mission. The Foundation's affiliation with APA gives direct access to the most authoritative and up-to-date information on mental illness and well-being.

66 Promoting mental health and equitable access to care, eliminating stigma, and strengthening the behavioral health workforce of the future"

The mission of the American Psychiatric Association (APA) Foundation

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- APA Organizational Documents and Policies

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[Bylaws](#) – The APA Bylaws provide the framework for its operation. The Bylaws outline the purpose of APA and define the authority of the Board of Trustees, officers, councils, and other organizational bodies.

[Operations Manual](#) - The APA Operation Manual — in accordance with the Bylaws — serves as a guide for implementation of policies and procedures.

[Directories and Databases](#) - Access resource documents, practice guidelines, position statements, and conference publications.

[Action Paper Central](#) - The Action Item Tracking System tracks the status of governance actions (including action papers and position statements) through the Assembly, Joint Reference Committee, and Board of Trustees.

[Disclosure of Interest Policy](#) - APA believes that maximum transparency regarding participants' affiliations and interests is critically important and in the best interests of the Association. APA has adopted policies regarding disclosure of interests and affiliations and potential conflicts of interest. These procedures are followed to ensure the integrity of APA's policies, positions, publications, and other programs and services.

[Learn About Ethics and How to Report an Ethics Complaint](#) - All APA members are bound by the ethics code of the medical profession, specifically defined in the Principles of Medical Ethics of the American Medical Association and in APA's [Principles of Medical Ethics With Annotations Especially Applicable to Psychiatry](#).

[Strategic Plan](#) - APA's Board of Trustees approved the following recommendations of the Ad Hoc Work Group on Strategic Planning at the Board's March 2015 meeting.

- Staff
- Budget

- Approximately 200
- \$59M

The Position

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- Position Title
- Location
- Reports To
- Direct Reports (13)

- Chief Executive Officer and Medical Director
- Washington, D.C.
- [Board of Trustees](#)
- Chief Operating Officer
- Chief Financial Officer
- General Counsel
- Executive Director, APA Foundation
- Chief of Government Relations
- Chief of Policy, Programs, and Partnerships
- Chief of Communications

- Chief of Research, Deputy Medical Director
- Chief of Diversity and Health Equity, Deputy Medical Director
- Membership and Marketing Officer
- Chief of Publishing
- Chief Information Officer
- Chief of Education, Deputy Medical Director

- Position Summary

The CEO and Medical Director of APA will serve as a national leader for the psychiatric profession at a key moment when the field is in a time of flux. They will inherit a strong organization that is well-positioned to meet the challenges facing the profession of psychiatry today.

The next CEO and Medical Director should be a dynamic leader who can work with various constituents, including the Board, staff, and members, to develop and implement a transformational strategy that meets the needs of its members and the moment in time for the profession.

They will leverage APA's role as a convener to provide forums for discussion and idea sharing to meet the challenges facing the field today.

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- Responsibilities

- Carries out the **strategic plans and policies** as established by the Board. With the assistance of executive staff, maintains the smooth operations of the Association and directs the business of the Association.
- Provides direction and leadership toward the achievement of the Association's **mission, strategy, and its annual goals and objectives**. Participates in the formulation of all policies and programs of the Association. Serves as official staff liaison to the Board and integrally works with the Board to implement the strategic goals and objectives of the Association.
- **Serves as a spokesperson** for APA policy and represents APA and American psychiatry in interactions with the media.
- **Serves as Chair of the APA Foundation Board** and works collaboratively with the Executive Director of the Foundation.
- Has a **strong external focus** overseeing the Association's role in advising government agencies, legislative bodies, and other organizations on socioeconomic issues and health care policies affecting psychiatry. Develops active cooperative relationships with leadership in federal government agencies overseeing research funding, services delivery, and regulatory affairs that impact psychiatry.
- **Develops and maintains strategic relationships** with other organizations, both governmental and non-governmental, allied psychiatric and non-psychiatric medical groups, advocacy groups, coalitions, and others that are relevant to the goals and objectives of the APA. These groups include psychiatric subspecialty organizations, other national medical professional organizations, academic organizations focusing on research and medical education, allied mental health and substance use professional organizations, and national mental health advocacy organizations.

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- Responsibilities

- **Implements actions of the Board of Trustees**, coordinates activities of multiple components, and assures that recommendations are transmitted to the Board, Assembly and Joint Reference Committee for consideration.
- **Establishes priorities to promote member support and satisfaction.** Responsible for member satisfaction, managing ongoing communication with and feedback from the membership, and recruitment and retention of a diverse membership.
- **Follows changes in psychiatric practice**, diagnosis and treatment and acts as a voice for effective evidence-based and accessible treatment of psychiatric disorders.
- Proactively **works with APA officers** to facilitate the implementation of their responsibilities and obligations. Advises the elected Association President in designing initiatives and responses to requests and emerging needs.
- Works with the Officers of the Assembly, Chairs of the Councils/components and leadership of the State Associations/District Branches to facilitate their work for the Association.
- **Responsible to the Board for the full range of activities** that include operations and executive function, organizational structure and procedures; income and expenditures; membership; employment, training and supervision of staff; interpretation of policy; facility management; long range planning, including collaborative work with other groups, legislative functions and acting as a resource to the community-at-large.
- **Provides input on annual budget** for Board approval and prudently manages the Association's resources within those budget guidelines and consistent with current laws and regulations.
- **Serves on designated committees** to assist in facilitating the work of the Association.

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- Pivotal Experience & Expertise

- **Stakeholder Engagement** – An ability to work with diverse stakeholders, including the Board, members, staff, and various councils and partners, to develop and implement strategy. Can navigate complex relationships and challenges with discernment. Proven experience driving consensus and action within a large, complex organization, and with partners.
- **Strategic Vision** – Ability to, in partnership with a diverse set of stakeholders, chart and implement a strategic vision, articulating clear direction and expectations, and ensuring proper planning and accountability. Ability to identify key opportunities, issues, and challenges facing the organization and the broader field. A champion for DEIB (Diversity, Equity, Inclusion and Belonging) in the organization and the field.
- **Industry/Sector Experience** – Ideally a psychiatrist and/or a business leader (psychiatrist preferred) with a connection to APA’s mission: to promote access to the highest quality care for all people affected by mental disorders, promote psychiatric education and research, and advance the profession of psychiatry. Knowledgeable about mental health diagnosis and treatment as well as mental health policy.
- **Marketing and Technology Acumen**– Understanding of and aptitude for leveraging an increasingly technological landscape to raise the profile of an organization’s strategy, brand, and reputation. Someone who can adapt APA’s strategic goals to meet the need for increased digital resources and technological impact in the field of psychiatry.
- **Organizational Leadership** – Proven success leading an organization of relevant size, complexity, and stature with proven ability to work with diverse stakeholders. Commitment to developing and mentoring talent. Delegates effectively and confidently to the team. Ability to prioritize and make decisions.

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- Culture Fit & Impact

- **Collaboration and Trust** – Fosters an organizational culture with frequent, open communication and high levels of trust and feedback.
- **Direction & Purpose** – Provides clear direction and purpose to the staff, Board, members, and other key constituents. Brings all actions back to a clearly articulated strategy.
- **Mission-Driven** – Demonstrated passion for APA’s mission and the field of psychiatry.
- **Commitment to DEIB** – Proven commitment to championing DEIB (Diversity, Equity, Inclusion and Belonging) in an organization.

Engagement Team

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Review of candidates will begin immediately. Applications (cover letter or resume), inquiries, and nominations can be sent to: APACEO@heidrick.com

The APA will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex (including sexual orientation, gender identity, and pregnancy), national origin, age (40 and older), disability, marital status, and genetic information in accordance with applicable federal, state, or local law.

All APA employees are required to be fully vaccinated against COVID-19 with a vaccine approved or authorized by the World Health Organization or U.S. Food and Drug Administration. Proof of vaccination, or having an accommodation request approved by APA, will be required.

Heidrick & Struggles serves the executive leadership needs of the world's top organizations as a trusted advisor for leadership consulting, culture shaping and senior-level executive search services. Our data driven solutions empower senior executives and boards of directors to transform their organizations by leveraging top talent and accelerating performance across all layers of the business.