

## **Assistant District Coordinator**

### **Section on Medical Students, Residents, and Fellowship Trainees (SOMSRFT)**

**Term:** One year, can be re-elected

**Qualifications:** Must be a resident or fellowship trainee in good standing with the AAP

#### **Election:**

1. Elected at the AAP National Conference and Exhibition each year in October. Elections occur during each respective SOMSRFT district breakout during the NCE.
2. It is highly recommended that interested candidates should submit an application prior to the NCE ([www.aap.org/ypn/r/resident/leader\\_opps.html](http://www.aap.org/ypn/r/resident/leader_opps.html)).

#### **Responsibilities:**

1. Meeting Attendance
  - a. Long Range Planning Meeting (LRPM)
    - i. February – 3 days
  - b. **Alternate to** AAP Resident Planning Meeting
    - i. February – 2 days (immediately follows the LRPM)
  - c. **Alternate to** Annual Leadership Forum (ALF)
    - i. March – 3 days
  - d. District meeting
    - i. Summertime – 3 days
  - e. National Conference & Exhibition (NCE)
    - i. October – 2 to 3 days
    - ii. Responsibilities include assisting with the district breakout, holding elections for district coordinators and chapter representatives, and submitting resolutions.
2. SOMSRFT District e-Newsletter
  - a. Published 3x per year (December, April & September)
  - b. See SOMSRFT district Web pages for examples:  
([www.aap.org/ypn/r/resident/district\\_webpages.html](http://www.aap.org/ypn/r/resident/district_webpages.html))
3. Monthly Conference Call with SOMSRFT Executive Committee
  - a. Last Monday of every month (unless otherwise noted)
4. Monthly Conference Call with DC, chapter reps, and program delegates
  - a. Schedule to be determined by the DC
  - b. Recommend holding conference call one week prior to scheduled conference call with executive committee (3<sup>rd</sup> week of every month)
    - i. Topics for discussion:
      1. SOMSRFT advocacy project
        - a. Have they given the morning report or noon conference to their residency program?
      2. Update on efforts being made on all levels of advocacy (patient care, city, county, state, federal, international)
      3. Medical student involvement
      4. Nomination of program delegates for next term – assist program director/coordinator with selection (due in June)
5. Database
  - a. Maintain a database of district coordinator, assistant district coordinator, chapter reps, program delegates and medical students for your district.