

## **Vice-Chair**

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

**Term:** Three years (1 year as vice chair, 1 year as chair, and one year as immediate past chair)

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

#### **Election:**

1. Elected as Vice Chair during the SOMSRFT Assembly at the AAP National Conference and Exhibition each year in October.
2. Interested candidates MUST submit an application by October 1st ([www.aap.org/ypn/r/resident/leader\\_opps.html](http://www.aap.org/ypn/r/resident/leader_opps.html)).

#### **Responsibilities:**

##### Meetings:

1. Long Range Planning Meeting (LRPM) – February (3 days)
  - a. Develop meeting agenda & run meeting
2. AAP Resident Planning Meeting – February, immediately following LRPM (2 days)
  - a. Develop & give presentation; provide strategic guidance when needed
3. Annual Leadership Forum (ALF) – March (3 days)
  - a. Speak on behalf of the SOMSRFT; attend SFMC meeting
4. National Conference & Exhibition (NCE) – October (2 to 3 days)
  - a. Develop meeting agenda & run meeting; run SOMSRFT assembly meeting; attend DVC meeting
5. District meetings – Summertime (2 to 3 days)
  - a. As needed & invited by district

##### Coordinating:

1. Responsible for overseeing SOMSRFT liaisons
2. Collect liaison reports (2x per year) – approximately one month prior to LPRM & NCE
3. Provide updates to liaisons following the LRPM and NCE meetings

##### Writing:

1. Resident Report – NCE recap column and other columns as needed (2x per year)
2. Liaison summary report (2x per year) – for LRPM and NCE meetings

##### Participation:

1. Monthly calls with SOMSRFT Executive Committee
2. General participation on SOMSRFT subcommittees
3. Assistance with grant review (as needed) – default if additional reviewers are needed
4. *All other duties as assigned ☺*

## **Chair**

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  - a. Develop meeting agenda & run meeting; run SOMSRFT assembly meeting; attend DVC meeting
5. Association of Pediatric Program Directors Meeting (APPD) – May (1 day)
  - a. Develop & give presentation on SOMSRFT to program directors/coordinators
6. Committee on Pediatric Education Meeting (COPE) – November (2 days)
  - a. Represent & speak on behalf of SOMSRFT
7. District meetings – Summertime (2 to 3 days)
  - a. As needed & invited by district

##### Writing:

1. Resident Report – chairperson’s column (2x per year)
2. Association of Pediatric Program Directors (APPD) Newsletter – SOMSRFT column (4x per year)
3. Association of Pediatric Program Directors (APPD) Newsletter – SOMSRFT column (4x per year)
4. YoungPeds Network welcome letter – October
5. SOMSRFT annual report – July
6. District Vice Chair Update – September (meeting at NCE in October)
7. Correspondence with AAP Leadership – throughout the year
8. Correspondence with SOMSRFT membership – throughout the year

##### Participation:

1. Monthly calls with SOMSRFT Executive Committee
2. Quarterly calls with Chair of Section on Young Physicians (SOYP) and Chair of Committee on Membership (COM)
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4. General participation on SOMSRFT subcommittees
5. Assistance with grant review (as needed) – default if additional reviewers are needed
6. *All other duties as assigned ☺*

## **Immediate Past Chair**

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

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

#### **Election:**

1. Elected as Vice Chair during the SOMSRFT Assembly at the AAP National Conference and Exhibition.

#### **Responsibilities:**

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1. Long Range Planning Meeting (LRPM) – February (3 days)
  - a. Develop meeting agenda & run meeting
2. AAP Resident Planning Meeting – February, immediately following LRPM (2 days)
  - a. Develop & give presentation; provide strategic guidance when needed
3. Annual Leadership Forum (ALF) – March (3 days)
  - a. Speak on behalf of the SOMSRFT; attend SFMC meeting
4. National Conference & Exhibition (NCE) – October (2 to 3 days)
  - a. Develop meeting agenda & run meeting; run SOMSRFT assembly meeting; attend DVC meeting
5. District meetings – Summertime (2 to 3 days)
  - a. As needed & invited by district

##### Writing:

1. Resident Report – write columns as needed (2x per year)

##### Participation:

1. Monthly calls with SOMSRFT Executive Committee
2. General participation on SOMSRFT subcommittees
3. Assistance with grant review (as needed) – default if additional reviewers are needed
4. *All other duties as assigned* 😊