Section Liaison
Section on Pediatric Trainees (SOPT)
~ position description ~

Term: Two years, can be re-appointed

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

Appointment:
1. Submission of required application materials prior to posted deadline
2. Application review overseen by Executive Coordinator (EC) of Liaisons and conducted by Section Leadership Council with recommendation put forth by leadership of the Section/Committee/Council
3. Appointed individuals announced according to appointment schedule

Meetings Required:
One or two meetings per year for the Section, Committee, Council, or outside organization you are working with on behalf of the SOPT. You may be invited to join the SOPT Executive Committee meetings to give a report (maximum 3 days, optional); meetings are mostly weekends.

Responsibilities:
The SOPT has established liaison positions to work more closely with many organizations within and outside the AAP. The liaison serves to enhance communication between the SOPT and other groups. The liaison is the primary mode of communication, and serves a critical role in SOPT collaboration with other Sections/Committees/Councils, with roles outlined below. The term is two years and liaisons must be a resident or fellowship trainee for a majority of the term. Interested medical students are encouraged to contact the Executive Coordinator of Liaisons for potential involvement.

The liaison role is outlined below where the liaison must:

- **Visit** the Section/Committee/Council’s website regularly to learn about their goals and activities. Liaisons must visit the website before any meetings to learn about the most recent issues and the business that will be discussed. All AAP Section webpages can be located at [http://www.aap.org/en-us/about-the-aap/Committees-Councils-Sections/Pages/Sections.aspx](http://www.aap.org/en-us/about-the-aap/Committees-Councils-Sections/Pages/Sections.aspx)
- **Communicate** with the SOPT Executive Coordinator of Liaisons and your liaison group’s staff person before and after any meeting. The goal is to share information regarding medical student, resident and/or fellowship trainee issues as they relate to the group with which you are working.
- **Participate** in meetings of the particular Section/Committee/Council. The majority of liaisons are expected to attend at least one meeting for their group per year. The liaison can send a replacement, however this must be discussed with the EC Liaisons prior to a replacement being appointed. In addition, liaisons may be asked to get involved in new or existing projects and participate in conference calls.
- **Provide a written summary** of the medical student, resident, and/or fellowship trainee related topics discussed at the meetings you attend. Liaisons must submit two summaries per year (in January and September), summarizing the relevant issues for trainees addressed by the group with which the liaison works. This report will be included in the SOPT leadership meeting agenda book for discussion and printed in Liaison Newsletter. In addition, a short summary of attended meetings must be submitted to the EC Liaisons within 2 weeks of returning from meetings.
- **Read** SOPT publications such as the *SOPT News and Views* newsletter, AAP News, AAP News OnCall and other relevant publications.
- **Help** involve Section members in local AAP grassroots initiatives and activities.
- **Respond** to periodic SOPT surveys regarding residency and/or fellowship education.
- **Transfer** responsibility of the position to the incoming liaison. This transfer must include clear communication of the roles and responsibilities that are specific to your Section/Committee/Council, as well as any projects or activities with which you were involved.

Please note: Liaisons are funded by the Section/Committee/Council on which they sit. If the liaison is invited to one of the SOPT annual meetings, the SOPT budget will then cover the liaison’s expenses.