Section Liaison
Section on Pediatric Trainees (SOPT)
~ Job 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 conducted by SOPT Executive Committee 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. 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
- 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.
- Attend meetings on behalf of the SOPT, if requested. The liaison can send a replacement, however this must be discussed with the SOPT EC of Liaisons prior to a replacement being appointed.
- 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. 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), each a minimum of one page, summarizing the relevant issues for trainees that are being addressed by the group the liaison works with. This report will be included in the SOPT leadership meeting agenda book for discussion. The report may be used as an article for the SOPT News and Views newsletter. In addition, a short summary of attended meetings should be submitted to the EC of 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 they are sitting on. If the liaison is invited to one of the SOPT annual meetings, the SOPT budget will then cover the liaison's expenses.