Executive Coordinator (EC) of Child Health
Section on Pediatric Trainees (SOPT)
~ position description ~

Term: One year, can be reappointed

Qualifications: Can be a medical student, resident or fellow trainee in good standing with the AAP

Appointment:
1. Submission of required application materials prior to established deadline
2. SOPT Nominating Committee to review applications for completion and candidacy
3. Qualified applicants as selected by SOPT Nominating Committee will be submitted to Section Chairs for consideration and position appointment
4. Appointed individual announced prior to AAP National Conference each year

Responsibilities:
Meetings (AAP Funded*):
1. Long Range Planning Meeting (LRPM) – February (3 days)
2. National Conference & Exhibition – September/October (2 to 3 days)
   *Note: Funding includes hotel and airfare but does not include National Conference registration

Writing:
1. SOPT News and Views Blog- Submit articles as requested
2. Report for section leadership regarding all Child Health business
3. Correspondence with SOPT membership throughout the year

Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Primary facilitator to set agenda to promote child health topics to Section membership
3. Collaborate with SOPT Executive Committee and Advocacy Tri-Chairs to select future advocacy campaigns
4. Support Advocacy Chairs to implement annual advocacy campaign and distribute materials
5. Periodic evaluations of annual advocacy campaign and effectiveness of implementation and impact within Section
6. Provide opportunities for advocacy programs for all trainees at the state and national levels
7. Conference calls with workgroup to monitor progress
8. Communicate with the Division of State Government Affairs (DOSGA) and the Department of Federal Affairs (DOFA) to support advocacy opportunities and enhance trainee education
9. Monitor progression of Strategic Plan objectives specific to Section internal business items & leadership execution
10. Assistance with Section application reviews as well as grant, scholarship & position reviews
11. All other duties as assigned