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

Term: One year, can be re-elected

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

Election:
1. Submission of required application materials prior to posted deadline
2. SOPT Nominating Committee to review applications for completion and candidacy
3. Qualified applicants as selected by SOPT Nominating Committee will comprise official slate of candidates for the elections ballot
4. Election occurs via online ballot by Section Program Delegates leading up to and during AAP National Conference
5. Elected individual announced at AAP National Conference during SOPT program each year

Responsibilities:
Meetings:
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
   Role: Produce and edit blog articles
   a. Select co-editors for News and Views editorial board
   b. Solicit authors and articles throughout year
   c. Monitor article updates as needed
   d. Assist authors to submit articles by stated deadlines
   e. Edit and publish final publication

2. AAP Grand Rounds: AAP Newsletter that provides synopsis of clinically relevant studies
   Role: Serve as SOPT contributing editor
   a. Monthly contributions or as requested

3. Pediatrics: SOPT monthly feature column
   Role: Serve as liaison to editorial board
   a. Attend editorial board conference calls
   b. Promote monthly feature columns to Section members
   c. Promote annual essay competition
   d. Edit selected articles for publication & other articles designated by editorial board

4. Report for Section leadership on publication progress
5. Correspondence with SOPT membership- throughout the year
Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Oversee External Communication of the Section
   a. Facilitate social media presence e.g. Facebook, Twitter, etc.
   b. Collaborate with AAP staff to monitor and update website
   c. Work with medical student, resident and fellowship leadership to promote Section and encourage Section activity
3. Enhance Technology integration within Section
   a. Oversee development and utilization of section Collaborate site
   b. Consider approaches to increase trainee navigation of the general Academy website and specific SOPT webpages
   c. Work with departments to create more trainee-friendly communication methods
4. Take and distribute minutes for all meeting and conference calls
5. Monitor progression of Strategic Plan objectives specific to Section communication and technology initiatives
6. Assistance with Section application reviews as well as grant, scholarship & position reviews
7. All other duties as assigned