Executive Coordinator (EC) of Governance  
*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 (AAP funded***):**
1. Long Range Planning Meeting (LRPM) – February (3 days)
2. Annual Leadership Forum (ALF) – March (3 days)
   - a. Lead Section leadership efforts on-site during meeting
3. National Conference & Exhibition – October (2 to 3 days)
   - a. Lead resolution meeting and voting process

*Note: Funding includes hotel and airfare but does not include National Conference registration

**Writing:**
1. SOPT *News and Views* Blog - article on Annual Leadership Forum recap and on resolution process
2. Assist with resolution edits and updates as appropriate
3. Monitor updates and final review of all SOPT policy statements prior to submission
4. Correspondence with SOPT membership - throughout the year

**Participation:**
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Establish Resolution Task Force members in collaboration with Executive Committee
3. Oversee activity and progress of Resolution Task Force
4. Lead SOPT National Conference resolution meeting and voting process by members
   - a. Solicit resolutions from trainees with assistance from district leadership
   - b. Identify and secure appropriate sponsors for all trainee-written resolutions
      (for resolutions not voted among the top-10 section resolutions)
   - c. Advocate for resolutions from trainees and resolutions pertinent to trainees from other sections
   - d. Create and organize strategy at the ALF for resolution review by SOPT leadership
5. Facilitate all SOPT policy-related functions as appropriate
6. Provide procedural oversight of the election process for elected and appointed positions
7. Monitor progression of Strategic Plan objectives specific to governance initiatives
8. Assistance with Section application reviews as well as grant, scholarship & position reviews
9. *All other duties as assigned*