Executive Coordinator (EC) of Internal Process

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 Internal Process business
3. Correspondence with SOPT membership- throughout the year
4. Review and update the Section leadership toolkits and program delegate handbooks

Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Primary facilitator for all business and activity related to internal functioning of Section
3. Evaluate and recommend approaches on program delegate involvement for all trainee levels
4. Support Section Chairs to facilitate leadership transition process and orientation
5. Collaborate with the EC Medical Student Initiatives, EC Residents and EC Fellow Initiatives to ensure greater participation opportunities for Section members at all trainee levels
6. Promote recruitment of more medical students and fellows for involvement and leadership
7. Monitor progression of Strategic Plan objectives specific to Section internal business items & leadership execution
8. Assistance with Section application reviews as well as grant, scholarship & position reviews
9. All other duties as assigned