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

Term: One year, can be reelected

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)
   a. Lead planning efforts related to liaison engagement and initiatives
2. National Conference & Exhibition – September/October (2 to 3 days)
   a. Coordinate a meeting for section liaisons during SOPT programming
   *Note: Funding includes hotel and airfare but does not include National Conference registration

Writing:
1. SOPT News and Views Blog - Compose a liaison update article once yearly
2. Encourage article and blog submissions from liaisons for AAP publications
3. Report for Section leadership regarding all liaison activity
4. Correspondence with SOPT membership- throughout the year

Participation:
1. Monthly calls with SOPT Executive Committee and Leadership Council
2. Coordinate appointment of all Section liaisons
3. Lead calls with Sections liaisons (at least quarterly)
4. Facilitate communication and initiatives for 50+ liaisons to sections, committees, and councils throughout the AAP
5. Oversee efforts of liaisons to include: meeting attendance, report submission, etc.
6. Monitor progression of Strategic Plan objectives specific to liaison initiatives
7. Assistance with Section application reviews as well as grant, scholarship & position reviews
8. All other duties as assigned