Fellow Assistant District Representative (ADR)
Section on Pediatric Trainees (SOPT)
~ position description ~

Term: Two years (1 year as Assistant District Representative and 1 year as District Representative)

Qualifications: Must be a fellowship trainee in good standing with the AAP

Appointment:
1. Submission of required application materials prior to established deadline
2. Selection process conducted by current District Representatives and Assistant District Representatives. District officers to review applications and select new district leaders.
3. Selections to be announced prior to National Conference each year

Responsibilities:
Meetings (AAP Funded*):
1. *National Conference & Exhibition - September/October (2 to 3 days)
   a. Attend SOPT Assembly Meeting and promote fellow trainee attendance
   b. Assist with SOPT Assembly program development and support fellowship trainee conference engagement
   c. Participate in SOPT Leadership Orientation
2. District meetings – Summertime (3 days)
   a. Attend only as alternate for District Representative
*Note: Funding includes hotel and airfare but does not include National Conference registration

Writing:
1. SOPT District e-Newsletter
   a. Recommend publication at least 2-3x per year (December, April and/or September)

Participation:
1. SOPT Leadership Council
   a. Monthly Conference Calls last Monday of every month
   b. Involvement on SOPT working group or subcommittee
   c. Assistance with Section application or statement reviews

2. Monthly conference call with SOPT district leadership, program delegates and chapter representatives
   a. Schedule to be determined by the SOPT District Representatives (DRs)
   b. Recommend call 1 week prior to SOPT leadership call (3rd week of month)
      i. Topics for discussion to include: advocacy campaign, benefits, resolutions
   c. Obtain program delegate and chapter representative updates
      i. Encourage presentation of advocacy campaign to fellowship programs
      ii. Update on program advocacy efforts at all levels e.g. patient care, local, state, federal, international
      iii. Promote trainee collaboration at local institutions and within district
   iv. Assist fellowship programs with selection of fellowship trainee participants

3. Database
   a. Maintain a database of chapter reps and program delegates for your district