

Medical Student
District/Assistant District Representative (DR/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 medical student 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 - Fall (2 to 3 days)
 - a. Funding provided only for ADR (rising DR) or if ADR can't attend, as alternate for ADR
 - b. Attend SOPT Assembly Meeting and promote medical student participation
 - c. Assist with Medical Student plenary session and support conference engagement
 - d. Participate in SOPT Leadership Orientation
2. District meetings – Summertime (3 days)
 - a. Attend as DR, or if DR can't attend, ADR can attend as alternate for DR

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

Writing:

1. Spearhead SOPT District e-Newsletter
2. Correspondence with and collect articles from district medical student delegates/pediatric interest group (PIG) leaders
3. *SOPT News and Views Blog* - contribute at least one article per year
4. *The PIG Pen* - contribute content as needed

Participation:

1. Contribute to Medical Student Committee (MSC) Activity
 - a. Attend conference calls as scheduled
 - b. Assistance with Section applications, statement reviews
 - c. Work with the EC of Medical Student Initiatives on projects/activities
 - d. Send out the monthly *The PIG Pen* to medical student delegates and PIG leaders in your district
2. Participate on bi-monthly Leadership Council Calls
3. Strategic Workgroups
 - a. Join one strategic workgroup
 - b. Participate in workgroup calls and complete tasks as needed
4. Support Medical Student Delegates and Pediatric Interest Group Leaders/Members
 - a. Update PIG leader roster within district for continued communication and resource sharing; obtain contact information from outgoing PIG leader or faculty advisor
 - b. Inform and encourage medical students in district to participate in SOPT national advocacy campaign- can collaborate with residents/fellows at their institution
 - c. Facilitate involvement opportunities and resource sharing between delegates/PIG leaders and other AAP medical student members
 - d. Recruit medical student delegates for your district
5. Engage in District Activity
 - a. Help to lead district-wide conference calls with delegates- at least quarterly
 - Recommend holding the call 1 week prior to the SOPT leadership council call (3rd week of month)

- Calls to include all ADRs, DRs, and Program Delegates
 - Topics for discussion include: district events, advocacy campaign, benefits, resolutions
 - Monitor program delegate (deleted and chapter representative) activity by taking attendance on calls and asking for program updates
- b. Collaborate with the Resident and Fellow ADRs and DRs to lead all District activities (including District conference calls, newsletters, advocacy initiatives, and events)
 - c. Report on medical student activity on district-wide calls
 - d. Encourage and track presentation of the advocacy campaign by program delegates to program residents
 - Obtain updates on program advocacy efforts at all levels e.g. patient care, local, state, federal, international
 - e. Promote trainee collaboration at local institutions and within district