Early Career Physician Chapter Representative
Section on Early Career Physicians (SOECP)

Position Description / Roles and Responsibilities
The Section on Early Career Physicians (SOECP) highly recommends having an early career physician representative on each chapter board or executive committee. This representative can help improve communication between chapters and national on early career physician issues. They can also be a valuable resource for chapters in engaging early career physicians. This suggested job description may be used to help identify and develop an early career physician representative.

Term:
Determined by the chapter (Suggested - two years; can be re-appointed)

Qualifications:
We recommend that the representative be a current member in good standing of their chapter and of the Section on Early Career Physicians.

Appointment Process:
There is no formal appointment process from the SOECP. You can be identified by either SOECP or your chapter. The SOECP may provide recommendations.

Core Responsibilities – expected of every chapter representative:
1. Attend all chapter meetings
2. Serve as the contact person for chapter leadership to voice the “ECP perspective”
3. Write one article annually for any AAP publication/newsletter
4. Reach out to new ECP chapter members (new member info will be provided periodically by the SOECP) in order to provide your contact information and engage these new members in chapter activities
5. Participate in two phone conferences annually (April and November) with SOECP leadership and other chapter representatives, and serve as the chapter contact point for your district ECP representative.
6. If your chapter is near one or more residency programs –
   a. Coordinate yearly presentation to residents on ECPs and the AAP (details will be provided)
   b. Serve as the ECP contact person for the representative from the Section on Pediatric Trainees (SOPT)
7. Create an ECP Chapter Committee and serve as chair
   a. Possibly include ECPs, resident chapter reps, and SOPT program delegates

Other Opportunities – varies by chapter:
1. Assist with chapter Continuing Medical Education (CME) activities
2. Assist with chapter advocacy meetings/training
3. Chair the chapter Early Career Physician Committee (if applicable)
4. Write additional articles for chapter and SOECP publications/newsletters as needed/desired
5. Assist chapter with writing resolutions for the Annual Leadership Forum
6. Participate as needed in national meetings
7. Assist with chapter/national mentorship programs
8. Participate in chapter subcommittees/sections

**Please recognize that this is a compilation of recommended position responsibilities. We fully recognize that one person may not be able to take on all of the above and may need to be shared amongst a few early career physicians.**