



Southern Medical Association Physicians-In-Training Committee

LEADERSHIP POSITION EXPECTATIONS

Note: All positions are expected to be present for virtual quarterly meetings, and to give regular updates over the Slack communication platform.

Email physiciansintraining@sma.org with any questions.

[Outreach](#)

[Communications](#)

[Research & Development](#)

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Outreach

- Maintain contact with SMA PIT Chairs and SMA Administrative Personnel.
- Work on group member recruitment via outreach to medical schools and residency programs within the SMA's territory.
 - Maintain [this document](#) for record of which schools have been contacted.
 - Use [this template](#) as an email guide.
 - Reach out to residency program coordinators and medical organizations as appropriate.
- Identify and reach out to resource companies that might like to affiliate with SMA PIT.
 - Ask about providing member benefits, exhibiting at our meetings, advertising on our website, etc.
- Assist with notifications about our group's upcoming events, in conjunction with the Communications group.
- Communicate via SMA Connect and `#s-outreach` Slack channel.

Communications

- Maintain contact with SMA PIT Chairs and SMA Administrative Personnel.
- Write PIT emails.
- Serve as an administrator for social media sites and assist with monitoring posts.
 - Publish SMA PIT announcements via social media.
 - Organize social media initiatives.
 - Promote events.
 - Use free and paid advertising to expand the SMA PIT audience.
 - Keep track of plans via Communications messaging calendar.
- Develop increased use of Slack and SMA Connect among members.
 - Consider new technologies that may be useful for organization (e.g Trello).
- Communicate via SMA Connect and #s-communications Slack channel.

Research & Development

- Maintain contact with SMA PIT Chairs and SMA Administrative Personnel.
- Create and develop educational opportunities for on-site and online activities.
- Determine presentation topics and speakers of interest for webinars and/or podcasts.
- Serve as the point of contact for orchestration of the annual SMA PIT Meeting.
 - Provide potential conference site locations.
 - Construct conference schedule including social events, speaking engagements, and plenary sessions.
 - Solicit vendors, corporate sponsors, and individual sponsors for conferences.
 - Reach out to guest speakers.
 - Establish criteria for competitions.
- Seek out grant application opportunities that may be applicable for SMA PIT members.
 - Notify SMA PIT members of application deadlines/cycles.
- Communicate via SMA Connect and #s-research Slack channel.

Personal Development & Wellness

- Maintain contact with SMA PIT Chairs and SMA Administrative Personnel.
- Hold health screening events at the annual SMA PIT meeting.
 - Gather volunteers to check vital signs, glucose, cholesterol.
 - Solicit Be the Match (bone marrow registry) and blood donation centers to attend the meeting.
 - Provide up-to-date screening information for the SMA Newsletter, "The Pulse," following the meeting.
 - Supply pamphlets and information to members on routine screenings.
- Plan a minimum one annual volunteerism event (in-person or online).
 - May occur in conjunction with the annual SMA PIT meeting, may be an separately-organized trip as a group, or may be a coordinated effort in which members pledge to participate from their separate locations.
 - Work on identifying sources of funding, as necessary.
- Managing scholarship?
- Organize wellness and economics-themed presentations for the group, with the goal of improving understanding of:
 - The business side of medicine, for personal physician development.
 - Cost-conscious care, for improved patient financial outcomes.
 - Gratitude in medicine, for a more positive outlook on careers in medicine.
- Communicate via SMA Connect and #s-wellness Slack channel.

Mentorship & Networking

- Maintain contact with SMA PIT Chairs and SMA Administrative Personnel.
- Connect like-minded SMA PIT members with one another and with mentors (attending physician SMA affiliates).
 - Build “interest groups” that can be built over time.
 - Develop educational materials that are relevant to common interests, and present them (as webinars or otherwise).
 - Maintain and update an application process to develop mentee/mentor matching.
 - Lead and regulate mentorship program throughout the academic year
 - Utilize SMA board members to assist in contacting appropriate mentors.
 - Maintain communication and relationships with medical schools and residency programs throughout the southern region
- Plan social mixer / mingle events at the annual SMA PIT meeting.
- Host webinars to teach SMA PIT members to build their network.
- Communicate via SMA Connect and #s-mentorship Slack channel.