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

- 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.