

**COUNCIL ON PERIPHERAL VASCULAR DISEASE
FELLOWS IN TRAINING AND EARLY CAREER COMMITTEE
COMMISSION**

- NUMBER OF MEMBERS:** The Committee shall be comprised of an Advisor and up to 9 members, one of whom will be Chair. The Advisor will be an active senior participant in the Peripheral Vascular Disease (PVD) council. The Chair will be selected by the members. .
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Council Vice Chair and Committee Chair shall appoint Committee members and Chairs as terms expire.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1st and ending June 30th, and shall serve no more than two terms. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet twice per year via face-to-face or teleconference as determined by Committee, Council, and American Heart Association leadership. In addition, there may be a need for teleconferences between biannual meetings. Time commitment will vary, but should not exceed an average of three to five hours per month.
- RESPONSIBILITIES:**
- Committee Responsibilities:
- Provide input regarding the needs of trainees and how the Council might meet such needs.
 - Develop messages and materials regarding Council membership, awards, and grant opportunities.
 - Assist in the development of trainee educational programs and tools.
- Chairperson Responsibilities:
- Assist AHA staff in the development of meeting agendas and minutes.
 - Preside over Committee meetings.
 - Manage and monitor ongoing Committee activities.
 - Assign responsibilities to Committee members as needed.
 - Attend two annual Leadership Committee meetings and present the Committee report.
- Advisor's Responsibilities
- Supervise activities of the committee and assist in directing project selection
 - Preside over Committee meetings in the absence of the Chair.

- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.
- Direct selection process for committee membership