

**EARLY CAREER COMMITTEE COMMISSION
OF
COUNCIL ON CARDIOVASCULAR SURGERY & ANESTHESIA**

- PURPOSE:** To involve trainees / postdoctoral students / recently trained individuals in CVSA council activities. To expand the diversity of the council. To identify early career council members from diverse backgrounds to participate in other Council committees.
- NUMBER OF MEMBERS:** The Committee shall be comprised of one or more advisors, including the Immediate Past Chair of the Council, and up to 9 members, one of whom will be Chair. The other advisor will be an active senior participant in the CVSA Council. The Chair will be selected by Council leadership.
- REPORTS TO:** Council Chair and Leadership Committee
- METHOD OF APPOINTMENT:** Members shall be chosen using an application process, facilitated by a small task force from the Leadership committee. The finalists of the previous year's Young Investigator Award competition will be considered.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1st and ending June 30th. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 1-2 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.
- BENEFITS OF PARTICIPATION:** Become familiar with AHA Leadership structure and activities of the Council at an early career stage.
Develop a credential for career advancement.
Network with peers.
- STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager
- RESPONSIBILITIES:** **Chairperson's Responsibilities:**
Attend Leadership Committee meetings and present Committee report at Spring and Fall Conference meetings.
Oversee committee.
Work with AHA staff to set meeting dates and times.
Lead discussions at meetings and monitor activities.
Review minutes of Committee meetings.

Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects.

Assign responsibilities as needed.

Assist in selection of committee members.

Committee Responsibilities:

Serve on other AHA CVSA Council Committees.

Liaison as needed to other AHA Councils' committees.

Pursue activities that benefit early career persons at various levels. Examples:

- Develop a website within the main council page devoted to trainee issues.
- Mentoring trainees.
- Create a reading list of seminal papers of interest to trainees.
- Early career development support.

File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.