



## **COUNCIL ON PERIPHERAL VASCULAR DISEASE (PVD)**

### **FELLOW-IN-TRAINING & EARLY CAREER COMMITTEE COMMISSION**

#### **SCOPE:**

The role of the American Heart Association's PVD Council Early Career Committee is to provide input regarding the Council's efforts to serve the needs of early career professionals, as well as bring new early career professionals and trainees into the council. It is anticipated that this committee will provide an opportunity to develop future leaders for the Council and AHA.

#### **NUMBER OF MEMBERS:**

Up to XX Members

#### **MEMBERS:**

The Committee shall be comprised of:

Chair

Vice-Chair

Immediate Past Chair

Senior Advisor (Advisor will be an active senior participant in the PVD Council)

XX Members

#### **Members should be:**

- MDs/PhDs who have completed their training within the last five years
- MDs/PhDs who are within the first five years after their first faculty appointment
- Pre-Doctorial students

#### **REPORTS TO:**

Council Chair and Leadership Committee.

#### **APPOINTMENT TO THE COMMITTEE:**

Nominations for the officers and Members of this committee are vetted and decided on by the Council Nominating Committee, chaired by the Immediate Past Chair. Nominees come from numerous sources including input from the committee Chair and Vice Chair, suggestions from other volunteers, the Science Volunteer Form in Professional Heart Daily as well as relevant staff input.

#### **TERM OF SERVICE:**

Terms begin on July 1st and end on June 30th and shall be staggered for continuity. The Chair, Vice Chair and Immediate Past Chair only serve one two-year term in those positions. Members and liaisons on the committee serve a two-year term but are eligible to be re-invited for a second two-year term after which time they are replaced.

#### **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 3 to 5 hours per month.



#### RESPONSIBILITIES/OBJECTIVES:

- Provide input to the Leadership Committee regarding the needs of early career professionals and how the Council might meet them.
- Actively recruit early career professionals to the Council.
- Coordinate and complete the submission of early career programming for Scientific Sessions. (and Specialty Conference if applicable)
- Create and promote increased communication through various modes of communication.
- Involve junior faculty with leadership and activities related to the council.
- Expand the diversity of the council and engage future leaders in Council activities.
- Reinforce interest in the career path supported by the council.
- Identify early career council Members from diverse backgrounds to participate in other Council committees

Note: AHA Scientific Council award selection committee Members are asked to refrain from submitting nominations, letters of recommendation or applying for an award determined by the committee upon which they serve. (included if applicable)

#### CHAIRPERSON'S RESPONSIBILITIES:

- Facilitate the business of the committee in an efficient and timely manner.
- Attend Leadership Committee meetings and present the Early Career Committee report.
- Work with AHA staff to set meeting dates and times.
- Work with staff to develop meeting agendas that will move the work of the committee forward and support the Council's and AHA's goals.
- Provide guidance and orientation to Members.
- 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.
- With the Vice Chair and Immediate Past Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacements during nominations in the spring.

#### VICE CHAIR'S RESPONSIBILITIES:

- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair,
- Attend Leadership Committee meetings and present reports in absence of Chair.
- Assume role of Chair at the end of term as Vice Chair.
- With Chair and Immediate Past Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### IMMEDIATE PAST CHAIR:

- Serve as an advisor to the committee.
- Preside over Committee meetings in the absence of the Chair and Vice Chair.
- With Chair and Vice Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### ADVISOR'S RESPONSIBILITIES:

- Supervise activities of the committee and assist in directing project selection



- Preside over Committee meetings in the absence of the Chair and Vice Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair and Vice Chair.

STAFFED BY:  
AHA Council Manager