

**COMMISSION
EARLY CAREER & MENTORING COMMITTEE
COUNCIL ON LIFELONG CONGENITAL HEART DISEASE AND HEART HEALTH
IN THE YOUNG (YOUNG HEARTS)**

- NUMBER OF MEMBERS:** 8-10 Members.
- METHOD OF APPOINTMENT:** The CVDY Nominating Committee will select the 2 Co-Chairs and 5-8 members drawn from the Council.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1st and ending June 30th. Terms shall be staggered for continuity. Members can be re-appointed for a second two-year term.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 2-4 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.
- RESPONSIBILITIES:**
- Committee Responsibilities:
- To ensure the long-term success of the Council on Cardiovascular Disease in the Young (CVDY) by engaging pediatric cardiologists and other health professionals early in their careers. To that end, the CVDY will formally and deliberately include early career members in the Council's activities by the establishment of an Early Career and Mentoring Committee. This committee will provide a voice for early career members, will assist in the mission to train and mentor and will develop talented individuals who can assume leadership positions in the AHA and CVDY for years to come.
 - Provide input to the Council regarding the needs of early career members, and how the Council might meet these needs.
 - Actively recruit early career members to the Council.
 - Participate in the AHA Scientific Sessions Program planning, and work to develop other educational programs targeted toward early career members.
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 - Direct and promote increased internal communication through the Council's newsletter, online services, web page and other applicable resources and modes of communication that serve as a source for information regarding: Council programs, including the Visiting Professorship Program, opportunities at the national and local level, the release or publication of new guidelines or scientific statements, scientific conferences, current advocacy programs and initiatives, etc.
- Co-Chairperson's Responsibilities:
- Attend Leadership Committee meetings and present Committee report.
 - Provide guidance and orientation to Committee members.

- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Lead discussions at meetings and monitor activities.
- Review and edit 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.
- Present Committee report at Annual Business Meeting.

Approved September 30, 2008.