

**COUNCIL ON CLINICAL CARDIOLOGY
FELLOWS IN TRAINING COMMITTEE (FIT)
COMMISSION**

- NUMBER OF MEMBERS: The Committee shall be made up of a Chair, Vice Chair, and the trainee members of the Council's committees. Liaisons may be added to the committee on an ad hoc basis, as determined by the Chair.
- 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's 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.