

**COUNCIL ON CARDIOVASCULAR AND STROKE NURSING
EARLY CAREER COMMITTEE
COMMISSION**

- NUMBER OF MEMBERS: The Committee shall be made up of a Chair, Vice Chair, and 5-8 members drawn from the Council.
- METHOD OF APPOINTMENT: The CVSN Nominating Committee will select the Chair, Vice-Chair and 5-8 members drawn from the Council.
- 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 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:
- 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.
 - Help the Vice Chair plan the council's early career program for early career day at Scientific Sessions.
- Chairperson's Responsibilities:
- Assist AHA staff in the development of meeting agendas and minutes.
 - Preside over Committee meetings.
 - Manage and monitor ongoing Committee activities (including working with staff to assure the CVSN EC webpage is up to date)
 - Collaborate with the CVSN Mentoring Committee to identify needs of the EC and mid-career and strategies for how to meet these mentoring needs
 - Collaborate with National Communications and Membership Committee to disseminate and implement directives regarding membership initiatives
 - Work with CVSN Chair to identify current EC members for Writing Groups, as well as suggest potential future members each spring (and fall?) for the Nominating Committee to consider).

- Manage review and selection by the EC committee for Kathleen A. Dracup Distinguished Lecture in Exemplary Early Career Mentoring. Communicate annual recipient to the Chair of the CVSN Awards Committee.
- Assign responsibilities to Committee members as needed.
- Attend two annual Leadership Committee meetings and present the Committee report.

Vice Chair Responsibilities:

- Assume responsibilities of the chairperson when he or she is unable or unavailable
- Work collaboratively with the chairperson to assist in performance of chairperson duties
- With input from EC members, design EC programming at Scientific Sessions. Since the inception of the CVSN EC Committee, this has been a 4-hour Saturday afternoon program with invited speakers.