

## **COMMISSION**

### **Committee to Advance Minority Health, Equity, and Diversity (EPI ADVANCE Committee)**

- NUMBER OF MEMBERS:** The Committee shall be made up of a Chair, Vice Chair and 10 to 14 members drawn from the Council.
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the 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. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 3-12 times per year (scheduled at discretion of the Chair) and will meet face-to-face once per year at the Epidemiology and Prevention | Nutrition, Physical Activity and Metabolism Scientific Sessions . The time commitment will vary, but is not expected to exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.
- RESPONSIBILITIES:**
- To conduct activities in support of the Council on Epidemiology and Prevention's commitment to increase minority representation and involvement in scientific activities and leadership within the Council.
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
  - Develop and implement an annual written plan and budget.
  - Appoint liaisons to the Membership, Nominating, Program (Fall and Spring), Publications, and Statistics Committees
  - Coordinate with Membership Committee to promote and develop new member recruiting and mentoring plans, including recommending recruiting goals, providing current materials, and modeling personal involvement.
  - Increase the participation of current members of the EPI Council in committees, scientific activities, and leadership roles.
  - Consult with staff to identify potential candidate pools and generate ideas for recruiting activities (e.g. mailing campaigns, web page recruiting, and activities during conferences, one-on-one leadership recruiting efforts).
  - Develop plans for a mentoring program
  - Coordinate with Fall and Spring Program Committees to develop programs that address minority health issues, meet the needs of minority scientists and feature minority scientists as speakers and session moderators.
  - Compile and maintain a list of names of minority scientists who may be selected as speakers and session moderators for both Program Committees.
  - Partner with the Council Chair and Nominating Committee to identify and solicit minority candidates for committee positions.

**Chairperson's  
Responsibilities:**

- Monitor the Council's performance in recruiting and retaining minority scientists as Council members and involvement with Council committees
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.
- Recruit minority scientists to become members of the EPI Council

Recruit distinguished minority scientists to apply for Fellowship to recognize scientific and professional accomplishments and volunteer leadership and service.

**Vice Chairperson's  
Responsibilities:**

- Attend Leadership Committee meetings and present Committee report.
- 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.

**Recommended Timeline:**

- Assist the Chair in planning and monitoring activities.
- Preside over Minority Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.

- Early Winter: Develop annual plan and budget.
- Late Winter/Early Spring: Submit proposed annual plan, budget, and committee report to Leadership Committee for approval and recommendations. The Leadership Committee meeting will be held during the Council's Spring Scientific Sessions.
- Spring: Develop suggested session topics and speakers for consideration by the Spring Program Committee for the following year's EPI Council Spring Scientific Sessions.
- Early Fall: Submit report highlighting Committee activities and progress to Leadership Committee for review and recommendations. The Leadership Committee meeting will be held on the Saturday prior to AHA's Fall Scientific Sessions.
- Fall: Develop suggested session topics and speakers for consideration by the Fall Program Committee during its planning for the following year's AHA Fall Scientific Sessions.
- Ongoing: Review Committee activities and progress, solicit suggestions and feedback for improvement, and revise annual plan as needed.

Commission Approved: By the Leadership Committee 09/2012  
Commission Approved: By the Leadership Committee March, 2016

Commission Approved by COC, September 2016