

**COMMISSION  
EARLY CAREER COMMITTEE**

**NUMBER OF MEMBERS:** The Committee shall be comprised of an Advisor and up to 9 members, one of whom will be Chair. The Advisor will be an active senior participant in the Epidemiology and Prevention council. The Chair will be selected by the members.

**METHOD OF APPOINTMENT:** Members shall be chosen using an application process, facilitated by a small task force from the Leadership committee.  
The applicant will provide a personal letter, letter of recommendation and CV

**TERM OF OFFICE:** Members shall serve two-year terms. Terms shall be staggered for continuity.

**FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 3-4 times per year, and will meet face-to-face at the EPI Spring conference. 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:**
- Serve on other AHA Epi Council Committees
  - Liaison as needed to other AHA Councils' committees
  - Pursue activities that benefit early career persons at various levels. Examples:
    - Develop a website within the main council page devoted to Trainee issues
    - Mentoring trainees
    - Create Job search network
    - Create a reading list of seminal papers of interest to trainees
    - Early career development support
  - For members who are beyond training stage:
    - Provide special insight as a recently trained committee member
  - Support Connection Corner at the Annual Meeting
  - File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting

- Chairperson's Responsibilities:**
- Attend Leadership Committee meetings and present Committee report at Spring and Fall Conference meetings.
  - Supervise the members
  - 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.
- Assist in selection of committee members

**Advisor's Responsibilities:**

- Supervise activities of the committee and assist in directing project selection
- Preside over Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.
- Direct selection process for committee membership

**Recommended Timeline:**

- Winter/Spring: Meet to develop annual plan and budget.
- Spring: Present proposed annual plan and budget to Leadership Committee for approval and recommendations. Leadership Committee meetings are held on the Saturday prior to AHA's Scientific Sessions and during the Council's Annual Conference.
- Spring/Summer: Meet to discuss revision and implementation of plans.
- Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- Fall: Present report to Leadership Committee and ask for recommendations.