

**Council on Basic Cardiovascular Sciences (BCVS)
EARLY CAREER COMMITTEE**

NUMBER OF MEMBERS: The Committee shall be comprised 15 members, Including the Chair, Vice Chair, Senior Advisor and Immediate Past Chair.

METHOD OF APPOINTMENT: Nominating Committee will consider candidates and make committee appointments.
Members shall serve two-year terms. Terms shall be staggered for continuity.

TERM OF OFFICE: The Chair, Vice-Chair and members shall serve two-year terms. Members are eligible for reappointment to a second term. Terms will be staggered to ensure continuity and will begin and end with the AHA/ASA fiscal year (July-June).

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 1-2 times per year, and will meet face-to-face at least once a 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:

- Serve on other AHA BCVS Council Committees
- Liaison as needed to other AHA Councils' committees
- Develop Early Career Programming for Scientific Sessions EC Day
- 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:

- Serve on the Leadership Committee, attend meetings and present Committee report at the Spring and Fall Operational Teleconference.
- Serve on Membership Committee
- 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