

## CVRI EARLY CAREER ADVISORY COMMITTEE COMMISSION

### Purpose:

- Involve Early Career scientists in activities of the CVRI
- Reinforce the interest of Early Career scientists at UVM/UVMHC in academic medicine
- Identify and serve the needs of our cardiovascular science Early Career community

**Reports to:** CVRI Board of Directors

### Committee Membership:

- Senior Advisor (a CVRI board director)
- 10-15 members:
  - Early Career scientists: PhD and medical students, postdocs, residents, clinical fellows undertaking research, and faculty within 4 years of their first appointment
  - Interest or involvement in cardiovascular-related research
- Terms are 2 years, which may be renewed once by CVRI

### Committee Responsibilities:

- Attend monthly committee meetings
- Organize and attend networking and career development activities
- Organize and attend journal clubs and other CVRI events

### Chair:

- Term: 1-2 years
- Set committee agendas
- Preside and maintain order over meetings
- Guide committee members to achieve its purpose and mission
- Represent the Committee to the Board of Directors

### Vice Chair:

- Term: 1-2 years
- Works with the Chair to set committee agendas
- Preside over committee meetings in the absence of the Chair
- Attend Board of Directors meetings when Chair is unable
- Direct at least 1 major social and/or scholarly committee activity
- Upon successful term completion, may advance to Chair

### Secretary:

- Term: 1-2 years
- Consult with the Chair and Vice Chair on the order of business for the meeting agenda
- Review and approve minutes of the meeting
- Review and approve reviewer comments of grants, reports, other documents reviewed by the committee
- Work with the CVRI coordinator to assist with committee correspondence
- Direct at least 1 major social and/or scholarly committee activity
- Upon successful term completion, may advance to Chair

### Current Senior Advisor:

Mary Cushman, MD, MSc, FAHA