

**Purpose, Composition and Job Description for the
ISHLT Early Career and Trainee Committee (ECTC)
May 13, 2020**

Committee Purpose

The purpose of the Early Career and Trainee Committee (ECTC) is to coordinate the Society's efforts to engage with, provide effective mentorship of and leadership opportunities for those who are in the early stages of their careers in advanced heart failure and transplantation, advanced lung failure and transplantation, mechanical circulatory support, and pulmonary vascular disease.

Committee Composition

In February of every year the early career and trainee members of each professional community shall elect an early career member to serve as their representative to the ECTC for a one-year term, renewable up to three times. Terms shall commence at the conclusion of the ISHLT Annual Meeting.

The ECTC shall be Co-Chaired by the second Immediate Past President of ISHLT, the CEO or other assigned staff member, and an individual elected no later than April 1 by and from among the incoming committee members.

The elected ECTC Co-Chair shall serve as the ECTC representative to the Leadership Advisory Forum.

Committee Co-Chair Responsibilities

- By May 1 of each year, appoint 4 ECTC members to serve as ECTC representatives to the four Interdisciplinary Network Steering Committees. The purpose of these appointments is to ensure the voice of the early career and trainee community is provided to the IDN Steering Committees.
- Provide initiative, leadership, and guidance to the ECTC members to accomplish their responsibilities as outlined in this document
- Work effectively with ISHLT staff
- Represent the needs and interests of the ECTC to the Leadership Advisory Forum, the Oversight Committees and sub-committees, the Interdisciplinary Network Steering Committees, and other Society organizational entities and leaders
- Provide reports to the Board as requested
- Work with ISHLT staff and Co-Chairs to develop the agendas for all ECTC meetings and conference calls
- Help lead all ECTC meetings and conference calls

Overall Committee Responsibilities

- Work with staff to develop and implement effective mentoring opportunities throughout the year
- Work with the Professional Community representatives to the Interdisciplinary Networks to
 - identify and secure the participation of senior and mid-career members to participate in the Society's organized mentoring opportunities
 - facilitate robust participation of mentors and mentees in the specialty-specific Early Career Mentoring Sessions at the Annual Meeting
 - facilitate robust participation of mentors and mentees in the Mentor/Mentee Matching program via ISHLTConnect
- Work with the JHLT Managing Editor and the Director of Communications to identify individuals to participate actively in the Journal Watch program
- Work with the Director of Communications to identify individuals to serve as roving reporters for the Annual Meeting Daily Conference Coverage newsletter
- Work with the various Committees, Interdisciplinary Networks, and Professional Communities to:

- ensure the engagement of early career professionals in Society leadership opportunities
- ensure the needs of early career professionals are met via the Society's various programs and services
- Respond promptly and by the deadline to all assigned tasks
- Come prepared and participate actively in all conference calls and meetings

Key Interactions/Communications

- ISHLT staff member(s)
- Professional Community early career and trainee members
- Interdisciplinary Network Steering Committees
- Leadership Advisory Forum
- Committee chairs
- Board of Directors

Committee Chair Time Commitment

- Quarterly (at a minimum) conference calls
- Reports to the Board as requested
- One face to face ECTC meeting at the Annual Meeting
- Mentoring activities at the Annual Meeting and throughout the year
- Service as the ECTC representative on the Leadership Advisory Committee and attendance at their conference calls and annual meeting
- Regular communications with those in ISHLT leadership positions
- The incoming ECTC Co-Chair shall attend, in an observational capacity, the ECTC meeting and Leadership Advisory Forum meeting held in conjunction with the Annual Meeting.

Committee Member Time Commitment

- Quarterly (at a minimum) conference calls
- One face to face ECTC meeting at the Annual Meeting
- Mentoring activities at the Annual Meeting and throughout the year
- Regular consultation throughout the year with the early career and trainee members of the Professional Communities
- Regular communications via ISHLT Connect with the early career and trainee members of ISHLT

See also

[Professional Communities](#)

[Interdisciplinary Networks](#)

[Interdisciplinary Network Steering Committees](#)

[Leadership Advisory Forum](#)