

Student, Trainee & Early-stage Professional Committee Charter May 2020

The Student, Trainee & Early-stage Professional (STEP) Committee is not a Standing Committee, but was created to progress the mission of outreach to Student, Trainees & Early-stage Professionals and strives to increase the membership and participation of undergraduate & graduate Students, Postdoctoral Fellows and Early-stage Professionals in ACCP. While many of the Committee goals are consistent across the entire group being served by this Committee, there are two committee co-chairs and one co-chair leads the Student & Trainee interest, while the other leads the Early-stage Professional interest. These co-chairs are appointed by the ACCP Incoming President every two years with the change in administration. The ACCP ByLaws (Article VII, Section 3g) indicate that the Board of Regents shall “Confirm recommendations of the President in the creation or appointment of Committees and their chairpersons.” The Executive Committee can assume that role (Article XI, Section 2a of the ByLaws) during the period between Board meetings. New Committee members are identified for each two-year term by the Committee Chair from a list provided to the chair by Staff or as otherwise recommended.

Committee Membership

As a Non-Standing Committee, there is no mention of the Committee composition in the ByLaws. As per Article XI, Section 3 of the ACCP Constitution, “all Non-Standing Committees shall consist of a Chairperson and two or more representatives of ACCP membership. The President or his/her designee shall be an *ex officio* member of all Committees and must be apprised of all Committee meetings and their deliberations in writing.”

The STEP Committee is comprised of full Members and Student Members who are devoted to providing opportunities for professional growth to Students, Trainees & Early-stage Professionals.

No person shall serve on more than one Standing Committee at the same time, nor for more than 6 years consecutively on the same Committee (excluding the Executive Committee, see ACCP ByLaws, Article XI, Section 1), unless approved by the President.

Committee Role

The STEP Committee achieves its goals by increasing awareness of the discipline of clinical pharmacology to Students, Trainees & Early-stage Professionals, providing the ability for those individuals to get involved in various academic and career development opportunities and connecting Students, Trainees & Early-stage Professionals with senior Members of ACCP. It also provides Students & Trainees with immediate access to Early-stage Professionals for guidance and allows Early-stage Professionals to assume leadership and Mentoring roles to assist Students & Trainees as they prepare to transition to a full-time career. The STEP Committee coordinates all of the STEP-related activities within ACCP. The ongoing initiatives of the STEP Committee include bimonthly eNewsletters, the Student Abstract Award Program, Annual Meetings events focused on Students & Trainees, as well as Early-stage Professionals, the formation of Chapters and the development of webinars specific to this career stage. Participation in the STEP Committee gives its members leadership experience within a professional organization and interaction with senior Members of ACCP. As the STEP Committee continues to grow, subcommittees may be formed to streamline decisions regarding its various initiatives, further increasing the opportunity for involvement in ACCP and the acquisition of skills to enhance your professional performance.

Staff Support

At the discretion of the Executive Director, a Staff member is designated to support the Committee. The Committee should seek input from said Staff member for operational guidance and information on Policies & Procedures.

How & When the Committee Meets

The STEP Committee meets as frequently as required by conference call to support the activities with which it is charged.