

## **Early-stage Professional Committee Charter FINAL**

### **May 2022**

The ACCP Early-Stage Professionals Committee is not a Standing Committee. The chair is 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.

The main purpose of the Early-Stage Professionals (ESP) Committee is to provide current field-specific career guidance and opportunities which facilitate professional development for colleagues who are within 4-10 years of starting their first full-time position.

#### **Committee Membership**

As a Non-standing Committee, there is no mention of Inclusivity, Diversity & Equity Committee in the ACCP ByLaws. As per Article XI, Section 3 of the ByLaws “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 ESP Committee is comprised of full Members who are 4-10 years into their full-time career and devoted to creating, fostering, and communicating career development opportunities for peers and colleagues. In addition, ESP committee members will work collaboratively with the Student, Trainee & Early-stage Professional Committee to improve and reinforce efforts in creating continuity for career development guidance and opportunities across different professional stages.

No person shall serve on more than one 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 ESP Committee achieves its goals by increasing awareness of the discipline of clinical pharmacology to Early-stage Professionals, providing the ability for those individuals to get involved in various career development opportunities and connecting young colleagues with senior Members of ACCP. It also seeks to Mentor and guide Students & Trainees as they transition from academia to a full-time career. Elements of the committee’s activities include, but are not limited to, ESP events at the ACCP Annual Meeting, Mentoring, serving as Ambassadors to Students & Trainees and developing webinars that address skills that are essential to career success. Participation in the ESP Committee gives its members leadership experience within a professional organization and as the ESP 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 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 Early-Stage Professionals Committee may meet in person at the Annual Meeting and meets virtually each month to achieve its goals.