

**ACP CHARTER FOR CALIFORNIA NORTHERN
COUNCIL OF EARLY CAREER PHYSICIANS**

MISSION:

To enhance the professional development and quality of life of Early Career Physicians (ECPs) in the California Northern (CANO) Chapter of the American College of Physicians, and to engage them in activities in the College, in the community, and in academics.

GOALS:

To promote innovation and partnership for our chapter's ECPs, as well as to foster professional skills and networking opportunities needed to be a successful internist in modern medicine. Additionally, the goals of the CANO Council of ECPs are:

1. To establish and promote the highest clinical standards and ethical ideals in the work and professional lives of early career physicians;
2. To assist early career physicians with their academic and professional needs;
3. To develop educational programs and products of interest to early career physicians;
4. To promote the development of programs for early career physicians at chapter/state level;
5. To encourage productive interactions and dialogues with early career physicians in other medical specialty organizations on issues of common interest;
6. To foster innovation and creativity in the practice and business of modern medicine through integration of emerging technologies and patient-centered medical practice; and
7. To incorporate diversity in the composition of the Council and in its strategic objectives.
8. To provide ECP's with additional avenues for mentorship related to their career paths.

The Responsibilities of Council Representatives

Council representatives are charged with improving the services and opportunities provided by the ACP for CANO ECPs, as well as serving as a resource for this constituency. They also serve as a mechanism for bringing forward issues from the CANO CECP to the CANO Governor and Governors Council.

Each Council member is charged with:

1. Promoting the development of local programs.
2. Promoting participation in CANO Annual Scientific Meetings and the ACP Annual Meeting.
3. Encouraging community service.
4. Encouraging collaboration and innovation in service and research for the health of the Northern California population.

Strategic Plan:

Founding council representatives seek to create a networking arena for ECPs to come together to build strong foundations for their careers, seek and enjoy a fulfilling path to a successful career. In the inaugural year (2013-2014), the council will host a series of quarterly events where ECPs will be able to network with other internists throughout the CANO region. Additionally, the council representatives will create a virtual portal wherein ECPs may exchange ideas, seek collaborations, and continue the dialogue between meetings. The goal is to promote innovation and partnership for our early career physicians, as well as to foster professional skills and networking opportunities needed to be a successful internist in modern medicine. We acknowledge the importance of physicians to be well informed about healthcare policy changes including the Affordable Care Act in order to implement innovations in the field of medicine.

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Creating leadership opportunities and focusing on recruitment will also be important to jumpstarting the new CANO CECP. The council representatives will coordinate with committee directors to further promote the growth of the Council.

COUNCIL OPERATING RULES

Purpose

- Provide a forum to identify and discuss issues of concern to CANO ECPs.
- Encourage participation in the ACP on a chapter, state, and national level.
- Provide representation on the California ACP Governor's Council.
- Encourage continuing medical educational opportunities for young physicians.
- Provide feedback to the national ACP Council of Young Physicians.

Council Structure and Elections

- A single Chair and Chair-Elect shall be elected.
- Secretary and Treasurer shall be elected.
- The Chair shall serve as liaison to the Governor's Council.
- Elections will be held annually for all positions, except for the Chair, whose position is succeeded by the Chair-Elect of the same year (e.g. the Chair and Chair-Elect in 2013-2014 will be the Immediate Past Chair and Chair of 2014-2015, respectively, with the Chair-Elect of 2014-2015 being an elected position prior to the year the position is filled.)

Council Member Duties

Chair:

- Organize and preside over council meetings
- Delegate duties
- Disseminate information from ACP
- Represent CANO CECP at the Annual Meeting of ACP every April and publicly as spokesperson, if applicable
- Serve as a conduit to bring information to and from the national Council of Early Career Physicians

Chair-Elect:

- Perform duties of the Chair when the Chair may be unavailable to do so
- Succeed the Chair in the subsequent year

Immediate Past Chair:

- Provide guidance and mentorship, advising the Chair and Chair-Elect as needed for continued development of Council representatives' leadership

Secretary:

- Keep and post /distribute meeting minutes
- Keep bylaws and charter for the CANO CECP
- Notify leadership, committee directors, and members of relevant meetings
- Distribute communications and serve as liaison to CANO executive director on behalf of the CECP

Treasurer:

- Organize and propose a budget annually
- Managing division funds
- Keep track of all financial transactions

Committee Directors

- *Communications Committee Director:*
 - Work closely with the Secretary to manage communications

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- Manage the Council's social media and communication channels, including but not limited to Council e-mail (canocecp@gmail.com), Facebook page (<https://www.facebook.com/pages/Northern-California-Chapter-of-the-ACP-Council-of-Early-Career-Physicians/595630817160835>), and ACP Special Interest Group Forum (<http://acpsigs.ning.com/group/cano-early-career-physicians>)
- Edit the newsletter
- *Membership Committee Director:*
 - Responsible for recruitment efforts and engaging current members in active participation within the council
 - Work closely with Secretary and Communications Director to align membership recruitment and retention initiatives
 - Serve as liaison to CANO executive director to monitor ECP membership for the purposes of recruitment, engagement, and retention activities
- *Program Committee Director:*
 - Develop educational workshops, networking events, and other programs in alignment with the CANO CECP mission, goals, and strategic plan
 - Work closely with Council representatives and other committee directors to align programs with CANO CECP and overall ACP mission

Meetings

- The CANO Council of Young Physicians shall meet at least one (1) time every two (2) months, or six (6) times per year.
- The presence of 50% or greater shall constitute a quorum.
- Decisions shall be made by majority vote.
- For absent members, voting may be done by written absentee ballot or via e-mail if necessary.

Vacancies

Any vacancies in the Council may be filled by appointment by the Chair and Chair-Elect, with the approval of Council representatives.