

DESCRIPTION OF ELECTED POSITIONS AND COMMITTEES OF THE CARDIOVASCULAR PHARMACOLOGY (CVP) DIVISION OF ASPET

Division Website: [https://www.aspet.org/Cardiovascular Pharmacology/Home/](https://www.aspet.org/Cardiovascular_Pharmacology/Home/)

Linked In Page: <https://www.linkedin.com/groups/3661758>

ELECTIONS:

Elections are held in **December** of even numbered calendar years. The term of office is **4 years** which includes 1 year as office-elect, 2 years in office, and 1 year as past-office.

Time table outlining election of CVP Chair and Secretary/Treasurer.

| | Term 2015-2019 | Term 2017-2021 | Term 2019-2023 | Term 2021-2025 | Term 2023-2027 |
|---------------------|------------------|------------------|------------------|------------------|------------------|
| ELECTION | December 2014 | December 2016 | December 2018 | December 2020 | December 2022 |
| OFFICE-ELECT | 7/1/15 – 6/30/16 | 7/1/17 – 6/30/18 | 7/1/19 – 6/30/20 | 7/1/21 – 6/30/22 | 7/1/23 – 6/30/24 |
| OFFICE | 7/1/16 – 6/30/18 | 7/1/18 – 6/30/20 | 7/1/20 – 6/30/22 | 7/1/22 – 6/30/24 | 7/1/24 – 6/30/26 |
| PAST-OFFICE | 7/1/18 – 6/30/19 | 7/1/20 – 6/30/21 | 7/1/22 – 6/30/23 | 7/1/24 – 6/30/25 | 7/1/26 – 6/30/27 |

ELECTED POSITIONS:

- **Chair (2 year term):** Represents the CVP Division at meetings of the ASPET Council of Division Chairs and All Divisions Executive Officers; presides over Executive Committee and Business meetings at the annual meeting (generally EB); submits reports biannually (division and budget reports) to the ASPET office and Council; coordinates initiatives of the division; coordinates the activities of other division officers and division committees; oversees nominations for Chair-elect and Secretary/Treasurer-elect positions; organizes election of these positions in December of even numbered calendar years.
- **Past Chair (1 year term):** Advises and substitutes for the Chair as needed.
- **Chair-elect (1 year term):** Works with and observes the current Chair in preparation for their term in office.
- **Secretary/Treasurer (2 year term):** Prepares the division budget; presents the budget report at Executive Committee and Business meeting; records and disseminates minutes of division meetings including Executive Committee and Business meeting and Program Committee meeting; acts as the chair of the Program Committee and represents the division at ASPET division wide Programming meetings; serves on the ASPET Nominating Committee (alternate years).
- **Past Secretary/Treasurer (1 year term):** Advises and substitutes for Secretary/Treasurer as needed.
- **Secretary/Treasurer-elect (1 year term):** Works with and observes the current Secretary/Treasurer in preparation for their term in office.

COMMITTEES:

Executive Committee: Consists of Chair, Chair-elect, Past-Chair, Secretary/Treasurer, Secretary/Treasurer-elect, Past-Secretary/Treasurer, CPR Chair/Communications Officer, Competition Chair, Awards Chair, Competition Chair, Predoctoral Representative(s), Postdoctoral Representative(s), Council Liaison, ASPET staff liaison, and other Members-at-Large identified by the Chair.

Programming Committee: Responsible for the selection of symposia for the EB meeting.

- **Chair Responsibilities:** The Secretary/Treasurer serves as the Chair of this committee. Responsibilities are to coordinate the ranking of symposia/abstracts and representing the division at the following ASPET Programming meetings:
 - June meeting (Bethesda): Final decisions are made regarding symposia for the upcoming EB meeting and division activities are scheduled.
 - December meeting (Bethesda): Submitted abstracts falling under categories of the division are selected and mapped to sessions of the upcoming EB meeting; new proposals are solicited for next EB meeting.
 - April meeting (EB): The first round of symposium proposals for the following EB are discussed.
- **Committee Member Responsibilities:** Review and ranking of symposium proposals and abstracts.

Communications, Public Relations, & Recruitment (CPR) Committee: Responsible for dissemination of division accomplishments in *The Pharmacologist*, maintenance of online presence for the division, and recruitment of new members. **This committee was formed in 2017 from three separate committees with overlapping goals.**

- **Chair Responsibilities:** Selected from prior members of the committee, this chair also serves as the division's Communications Officer and acts as a liaison with the ASPET webmaster, oversees the functionality of the division's webpage, and acts as a conduit for information going to the *Pharmacologist*.
- **Committee Member Responsibilities:** Help collect information for publication in the *Pharmacologist*, post on the ASPET CVP *Linked In* page, suggest improvements to the division website, assist with financial issues and raising funds, recruit new members to the division, develop ideas to increase membership, disseminate information of specific benefits of the division and ASPET.

Competition Committee: Organizes the trainee competition for EB each year.

- **Chair Responsibilities:** Oversees the planning and organization of the trainee competition; organizes committee members into groups which review and rank submitted applications in categories of undergraduate, graduate, and postdoctoral training; oversee awards for top-ranked abstracts in the undergraduate, graduate, and postdoctoral training categories; presents awards at the division mixer.
- **Committee Member Responsibilities:** Review and ranking of abstracts for the trainee competition.

Awards Committee: Organizes the award lecture for EB each year.

- **Chair Responsibilities:** Solicits nominees and organizes the selection of the division award lecture, disseminates award guidelines and determines rubric for selection, identifies members of the division who should be considered for ASPET awards, assists with nomination of division members for other awards at EB or otherwise.
- **Committee Member Responsibilities:** Review and ranking of nominations for the division award lecture.