



Canadian Venous Thromboembolism
Research Network

Trainee Council

Terms of Reference

Version: August 28, 2020

Background

The 'Canadian Venous Thromboembolism Research Network (CanVECTOR)' recognizes the importance of engaging trainee members through specific educational initiatives and have further recognized the role that trainee members can and should play in shaping that educational experience and in shaping the mission and strategies of the CanVECTOR Network and its various committees and working groups.

Mandate

The Trainee Council was created in 2016 to provide a forum for CanVECTOR fellows and graduate students to discuss issues relevant to training and career development. The Council is particularly focused on training as it relates to research and venous thromboembolism (VTE) and is aligned with the Network's mission to decrease the health, social and economic burden of VTE on affected individuals, their families, and on Canadians as a whole.

The Council reports to the Training, Mentoring and Early Career Development platform on matters of interest or concern to trainees and provides suggestions to the Network from the trainee perspective. The Council assists in the evaluation of various CanVECTOR programs and initiatives and assists in the development and revision of education materials, as needed.

Goals

The Trainee Council Goals, as approved by the founding Council members, are listed below:

- Advocacy for issues that impact trainees (CIHR funding cuts, etc.)
- Communication of trainee perspectives and needs to CanVECTOR leadership (SSC) and committees
- Organization of trainee-related events (e.g. Trainee Day and/or other trainee events at CanVECTOR meetings and/or annual conference).
- Facilitating peer networking and mentorship including exchange of ideas and sharing resources

Council Structure and Membership

Members include the elected Chair and non-elected trainee members. Support may be provided by the co-chairs or the manager of the Training, Mentoring and Early Career Development platform; these individuals do not have any voting or decision-making rights within the council.

Trainee Council Members

Any person training in Canada under the supervision or mentorship of a CanVECTOR Member is eligible to become a voting member of the Trainee Council (this includes MDs in a post-graduate training program with a research component, and graduate students training in an MSc or PhD program with a focus on VTE related research).

Elected Chair

The Trainee Council elected Chair represents trainees on various committees and working groups. The Chair will be reimbursed for travel expenses incurred to attend meetings in person, as required. If the Chair is unable to attend a meeting, an alternate Trainee Council Member can be selected by the Chair to represent the interests of trainees.

The Chair represents trainees as a member of:

- CanVECTOR Scientific Steering Committee (SSC)
- Training, Mentoring and Early Career Development platform

Eligibility

- Both new and existing CanVECTOR Trainee Council Members in good standing are eligible to apply for the Council Chair position.
- The Council Chair position will be for a 1-year term, unless there are no Trainee Council Members who apply for the position and the Chair is willing to continue for an additional 1-year term.

Required Documents

- Interested applicants must submit a short (1/2 page) description regarding their motivation for becoming the Council Chair which may include, but is not limited to: (i) previous applicable experience; (ii) goals for the Council Chair term; and (iii) ideas for Trainee Council activities if elected to the position of Chair of the Trainee Committee.
- Alternatively, the motivation for becoming the Council Chair may be described verbally at a Trainee Council meeting to which all current members have been invited and at least half of the members are in attendance.

Nomination

- Potential candidates may be self-nominated or nominated by another Trainee Council member
- Nomination will occur at the end of the current Chair's 1-year term (or whenever a vacancy arises).
- A simple majority of eligible votes (secret ballot) from Trainee Council members will determine the Incoming Chair.

Approval Process

The new Trainee Council Chair will officially begin his or her one-year term at the next meeting held after elections.

Meetings and Communication

The Chair of the Trainee Council serves as a liaison member of the Training, Mentoring and Early Career Development platform. The Trainee Council will aim to meet face-to-face twice a year; once during the CanVECTOR annual meeting and at another gathering when multiple Trainee Council Members are expected to be in attendance (e.g. ASH, ISTD, McMaster Update

in Thromboembolism & Hemostasis). Additional meetings will take place as needed by phone or video conference, at the call of the Chair.

Meeting Minutes

Meetings will be minuted; final minutes will be circulated via email to all Trainee Council members and finalized by the Trainee Council Chair.