



## **Cardiology Credentials Committee Volunteer Role Description**

### **Committee Description**

The primary task of the Cardiology Credentials Committee (CC) is to review and determine the status of the Candidates' Credentials submissions to determine eligibility for the Specialty Examination.

### **Committee Member Responsibilities**

The committee members' primary responsibilities will be to:

1. Review and determine the status of the Candidates' Credentials packet submissions to determine eligibility for the Cardiology Specialty Examination, as well as for conducting a final review of Candidates' Credentials when all outstanding requirements have been met.
2. Participate in developing Credentials requirements.
3. Participate in conference calls and take on specific duties as assigned by the CC Chair, as needed.
4. Participate in review of resident program relocation requests.
5. All committee members will participate in committee training and onboarding sessions.

### **Time Commitment, Term Length, and Term Dates**

Time Commitment: 20-30 hours annually, concentrated during the months of the annual Credentials review period in October and November.

Term Length: 3 years\*

*\*If a committee member moves into a leadership position within the committee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: July 1 – June 30

### **Committee Meeting Schedule**

All work will be done remotely via online file review, email communication with other committee members/chair, and conference calls as needed. The majority of the committee's work is concentrated within a short timeframe each year as noted in the Time Commitment section above and is predominantly independent work.

### **Recommended Prior Experience**

It is suggested that committee members have prior knowledge and experience working in a committee. Committee members must be familiar with the Cardiology Specialty CM and Credentials processes.

**How Committee Members are Appointed**

The committee consists of cardiology Diplomate members and the Certification Council Cardiology Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Cardiology Specialty Representative.

**Benefits**

Networking, leadership skills, and a greater knowledge of the cardiology Credentials process. Ensuring that residents meet the requirements for certification in the specialty of cardiology, which maintains the standard of cardiology Diplomates within the ACVIM.