

AAMC Council of Deans (COD) Planning Committee Charge

Purpose:

To collaborate with COD program staff to develop and/or inform timely, effective, and executable programming for COD sessions at Learn Serve Lead: The AAMC Annual Meeting and Spring Meetings.

Structure:

The committee will consist of up to six COD members and be chaired by the COD Administrative Board chair-elect to facilitate strong bidirectional communication between the committee and the Administrative Board. The committee will be administratively supported by COD program staff. Members will serve one-year terms..

Charge to the Planning Committee:

Committee members will be tasked with:

- Using the Administrative Board–identified theme(s) as a foundation, identify timely and relevant issues facing the COD that can shape focused, council-specific programming at in-person meetings.
- Identifying dynamic, engaging speakers to deliver session content and assisting with speaker invitations as requested.
- Assisting program staff with drafting session descriptions and learning objectives.
- Assisting with preparing speakers and reviewing session materials.
- Collaborating with members of other AAMC affinity groups or councils as appropriate.
- Serving as an ad hoc feedback group for COD program staff as needed.
- Supporting one-time or emerging needs related to COD programming as they arise.

The committee will complete its work via web conference throughout the calendar year. Additional forms of collaborative technology (e.g., document sharing) will be used as necessary. COD program staff and the committee chair will share responsibility for bidirectional communication between the committee and the COD Administrative Board.

**This charge was drafted on June 20, 2025.*