

AAMC Council of Deans (COD) Pilot Planning Committee Charge

Purpose:

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

Structure:

The committee will consist of up to five COD members and 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 a one-year term (2024-2025) through the pilot year.

Charge to the Pilot Planning Committee:

Committee members will be tasked with:

- Identifying timely and relevant issues facing the COD that can be developed into virtual and/or in-person sessions
- 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

The committee will complete its work via web conferences 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 July 19, 2024.*