

Early Career Professionals Council Handbook



AMERICAN
HEALTH LAW
ASSOCIATION

Guidance for Early Career Professionals Council (ECPC)

PURPOSE

The purpose of this handbook is to provide AHLA members appointed to the ECPC with information about AHLA governance, Council structure, and the applicable roles and responsibilities for those serving on the Council.

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I. OVERVIEW OF AHLA

AHLA Mission and Vision Statements

The **Mission of AHLA** is to deliver authoritative educational content and serve as a professional home for all who engage in health law. **AHLA's Vision** of being a diverse health law community working to advance health care, more than 12,000 health lawyers and health law professionals showcase a diversity of backgrounds, practice areas, work settings, and areas of interest. Members practice in law and consulting firms and in-house legal departments; serve as compliance and privacy officers; are academicians; and come from a variety of public sector work settings. They represent the entire spectrum of the health care industry: physicians, hospitals and health systems, health plans and health maintenance organizations, health insurers, life sciences, managed care companies, nursing facilities, home care providers, and consumers.

AHLA Commitment to Inclusion, Diversity, Equity, and Accessibility

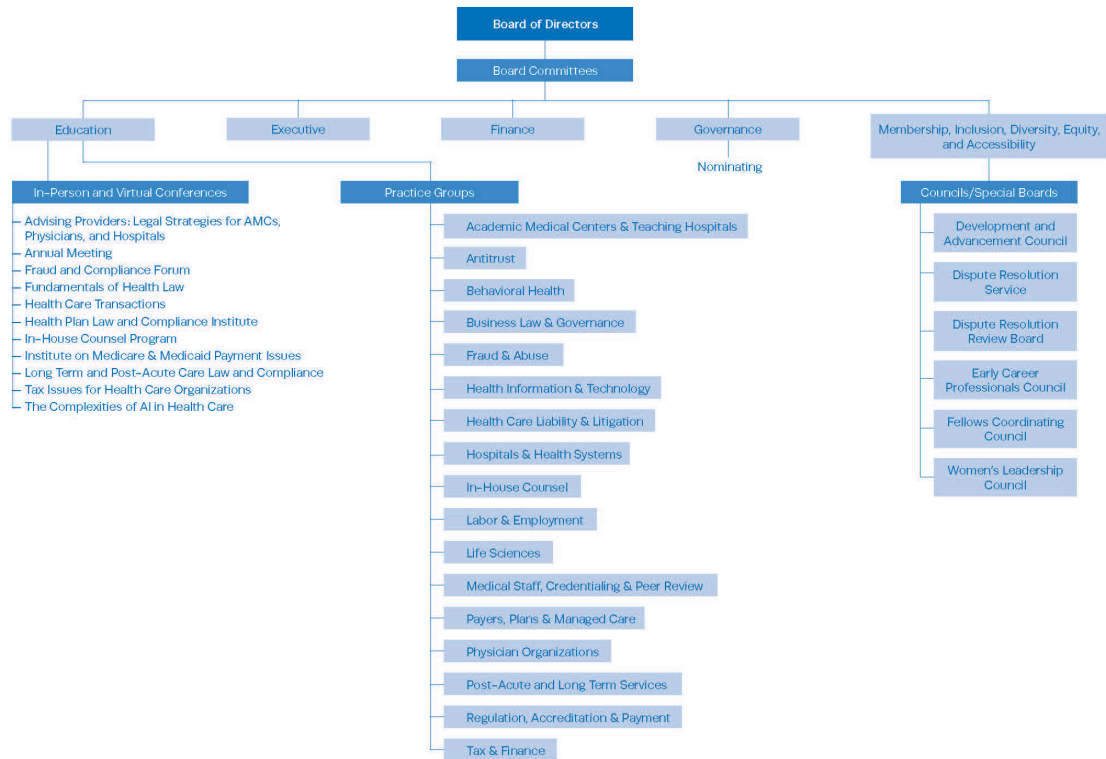
In principle and in practice, AHLA values and seeks to advance and promote diverse, equitable, inclusive, and accessible participation within the Association for all staff and members. Guided by these values, the Association strongly encourages and embraces meaningful participation of diverse individuals as it leads health law to excellence through education, information, and dialogue.

- **Inclusion** fosters an environment where individuals feel safe to engage and participate fully because they feel respected, free to express their ideas, and valued for their unique voice, perspective, and abilities.
- **Diversity** reflects the ways people are different from one another. This goes beyond the boundaries of race and gender to include culture, age, sexual orientation, ethnicity, socio-economic background, religion, neurodiversity, gender identity, experiences, disability, and invisible illness.
- **Equity** creates fair treatment, access, opportunity, and advancement for individuals by establishing systems and processes that counteract social inequities and prevent the formation of barriers.
- **Accessibility** creates equitable access for individuals of all abilities and experience.

AHLA Structure and Governance

AHLA is governed by a Board of Directors consisting of 22 board members who serve on the following Committees: Education, Finance, Governance, Membership-IDEA, and Nominating. AHLA also has leaders of 17 Practice Group, Conference Planning Committees, and Councils. AHLA administers an annual call for members interested in serving in AHLA leadership. The President-Elect is responsible for making leadership appointments.

2026 Governance & Components



Expectations For Those Who Serve as AHLA Leaders

- Willingness to serve a three-year term. Be an active AHLA member while serving as an AHLA Leader. Attend and be fully prepared for Council and work group meetings. Be an active and inquisitive participant on assigned projects.
- Act with due care for AHLA, and perform leadership responsibilities loyally, in good faith, and in a manner reasonably believed to be in the best interest of AHLA.
- Support AHLA's effort to expand the volunteer and leadership pipeline by engaging members in content development and networking.
- Actively work to advance and promote inclusion, diversity, equity, and accessibility within AHLA through participation in training provided by AHLA, using inclusive language, and abiding by the [Conflict of Interest Policy](#) and [Non-Harassment Policy](#) requirements.
- Attend and actively participate in AHLA leadership orientation and training sessions specific to your group and role as an AHLA leader.
- Support AHLA's Mission with a combination of volunteer time and a monetary donation that is meaningful to the leader, as a recognition of commitment to AHLA.

- Support AHLA’s educational activities by promoting them to your professional network, and through your own participation and consumption.

Issues that Prevent Selection

Issues that may prevent selection including not meeting the qualifications; working in the same firm or organization as an existing member of the same leadership group; not completing the demographic profile during the call for leaders’ application process; or are currently serving at the highest levels of leadership in a competing organization that would prevent the applicant from fulfilling their responsibilities to AHLA with recurrent conflicts of interest.

II. SERVICE ON EARLY CAREER PROFESSIONALS COUNCIL (ECPC)

Purpose – The purpose of the Early Career Professionals Council is to coordinate opportunities for engagement within AHLA of students and early career professional members.

Composition – The Early Career Professionals Council is composed of members who have been engaged in the health law profession for less than ten years. Members represent a diversity of practice areas, geography, and demographics. The President-Elect appoints a Chair, three Vice Chairs, and up to eleven members for one, three-year term.

Board Delegate – An early career professional is appointed by the President-Elect to serve as a Board Delegate for a two-year term. The Delegate attends Board meetings, shares information about the ECPC’s activities, and while not a voting member of the Board, is actively engaged and participates in all activities. The Delegate serves as the Board Liaison to the ECPC.

Chair, Vice Chairs, and Member Responsibilities

Chairs and Vice Chairs share the following responsibilities:

- Exercise overall responsibility for Council functions and activities.
- Orient Council members and assist them in the development of new leadership skills.
- Prepare annual work plan in alignment with AHLA’s Strategic Plan, monitor progress, and meet standards.
- Identify and develop topics for professional development offerings and resources in collaboration with other leaders and AHLA staff.
- Participate in leadership orientation and training activities; leadership calls; virtual networking events hosted by ECPC; Annual Meeting and programs aligned with Council member attendance and interest, i.e., Fundamentals of Health Law, Transactions, Advising Providers, etc.
- Use the Health Law Network to post questions, share information, promote ECPC activities, and engage the membership in the Early Career Professionals Community and other constituency-based communities (Accessibility, BIPOC, LGBTQ+ in Health Law).
- Identify new talent. Build and leverage a diverse volunteer pipeline.
- Encourage broad participation among the membership and invite health law colleagues who don’t yet belong to AHLA to get involved.
- Ensure open communication and collaboration with other Councils and Practice Groups.

Responsibilities of Council Members

Each member shall serve on at least one Work Group. A Vice Chair and Work Group Leader works with Council members to advance the activities. Each member is also encouraged to actively participate in Practice Group activities through attendance at their webinars and virtual networking events; connect with PG leadership to share information about their respective activities; and discuss options for collaboration. Sharing information about opportunities for PG volunteer service is a way to engage members who are early in their careers, with a goal of having the member continue to remain actively involved in AHLA.

Work Group for Programming

- Propose topics for podcasts.
- Promote participation in the AHLA Mentoring Program.
- Monitor community conversations. Post questions and comments on professional development and career-related issues in the ECP and other constituency-based communities to increase engagement with community members. Encourage AHLA members to engage in communities.
- Submit opportunities for member involvement to the Volunteer Town Square.
- Propose and submit proposals through the Call for Speakers process.
- Reach out to/invite early career professionals at specialty bar associations to participate in virtual networking calls.
- Include professional development components during virtual networking calls.
- Consider law students in event planning, and how the education initiatives can foster mentorship.
- Utilize social media to highlight ECPC initiatives.

Work Group for Publishing

- Identify topics for written and online publications and resources in collaboration with other leaders and AHLA publishing staff.
- Submit writing and editing opportunities to the Volunteer Town Square.
- Identify topics for written and online publications of significance to early career professionals; invite early career professionals to write Member Forum columns for the *Health Law Connections* magazine; and use the Health Law Network/Communities to publicize the articles.
 - Develop timeline and topics slot for each issue throughout the year.
 - Recruit, identify, and select AHLA members interested in writing and editing.
 - Identify and reach out to young professionals at specialty bar associations to write or partner with ECPC members to write for the magazine.
- Coordinate and review written content prior to its submission by the Council to AHLA for publication.
- Work with ECPC members to reach out to Practice Group leaders about writing opportunities and to share that ECPC assistance may be available.
- Utilize social media to highlight ECPC initiatives.

Work Group for Networking

- Plan in-person and virtual networking events targeting early career professionals and law students.
- Serve as an ambassador for AHLA at in-person programs, distance learning events, personal speaking engagements, etc. and encourage non-members, early career professionals, and individuals from underrepresented audiences to join, engage, and/or consume Association products and services.
- Monitor social media for trending topics; share and encourage leadership and members to post on personal channels to expand AHLA's reach.
- Continue to have ECPC members connect with PG Vice Chairs to promote ECPC initiatives to the PGs, highlight the needs and abilities of early career professionals, and share PG opportunities with the ECPC and early career professionals in AHLA.
- Focus on how networking activities can aid/lead to mentorship.
- Utilize social media to highlight ECPC initiatives.
- Research and update list of law schools having health law programs.
- Examples of Specific Event Planning: in collaboration with programs staff, host a breakfast panel or networking dinner at the Fundamentals of Health Law Program; conduct networking sessions during Health Law Week each January; coordinate Fun Run, informal networking dinners at the Annual Meeting.

Council Output Standards and Activities

The Council plays an important role in providing a forum for inclusion and a place to network, share, and connect with AHLA members. Members of the Council participate in a range of activities that benefit those in the constituency group.

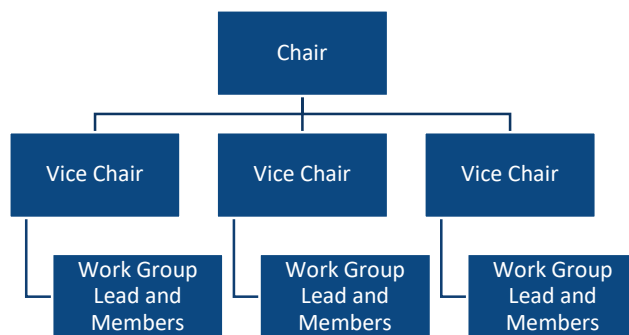
Vice Chairs assist the members who are assigned to various work groups. These work groups have responsibility for advancing activities undertaken by the Council. Members of the Council use the Volunteer Town Square to share volunteer opportunities and to identify members interested in supporting Council activities through writing and speaking, e.g., on podcasts, virtual networking events, conference luncheons, etc. They also facilitate the development and sharing of professional development content of interest within AHLA; provide input and ideas to AHLA staff about the educational and networking needs of their member-constituents; and coordinate opportunities for professional engagement and increased representation in leadership within AHLA.

Each Council connects with members by facilitating discussions, posting, replying to messages, sharing resources, posting resources, and coordinating involvement and participation in Association events through their related Community. In collaboration with other Councils and representatives from the BIPOC, LGBTQ+, and Accessibility Communities, the work groups facilitate and contribute to the development of periodic Member Forum columns in the *Health Law Connections* magazine; help to connect member-constituents interested in presenting webinars or writing substantive content with Practice Groups; and encourage involvement of members in the Mentoring Program.

On a monthly basis, staff will monitor and report on activities by the Early Career Professionals Council. Each Council is encouraged to meet the following targets:

- **Annual Requirements:**
 - Submission of four Member Forum columns in *Health Law Connections* magazine. Member Forum columns are 500-1,000-word on topics related to professional development that discuss work and life issues that members may encounter or provide insight on Association initiatives.
 - Host six virtual networking events, to include co-hosting at least one event with a constituency-based community like BIPOC, LGBTQ+, or Accessibility in Health Law.
 - Post volunteer opportunities in AHLA's Volunteer Town Square.
 - Share information/invitations to Council-sponsored or hosted events, volunteer opportunities, and information of interest in their related Community and in other constituency-based communities.
 - Refer to and rely on the Inclusion Toolkit and complete related assessment tool.
- **Optional/Extra Credit:**
 - Propose, and upon approval, identify speakers for one podcast annually.
 - Council members complete mentoring profile, become a mentor and/or mentee, and/or join and contribute to the Mentoring Community.
 - Share information about Council-sponsored events in the Health Law Network, on LinkedIn, and other social media platforms.
 - In collaboration with AHLA staff, host in-person networking events at AHLA conferences.

Council Structure



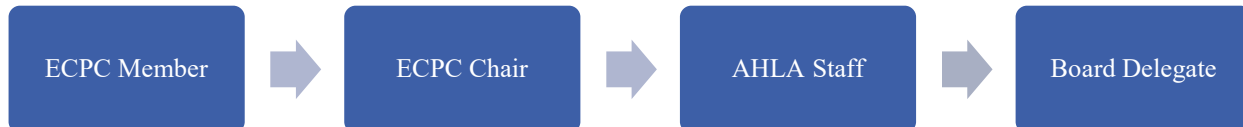
G. Communication Chart

For questions regarding work group activities, please refer to the flow charts below to contact the appropriate party:

➤ Workgroup Questions



➤ General Council or AHLA Questions or Issues



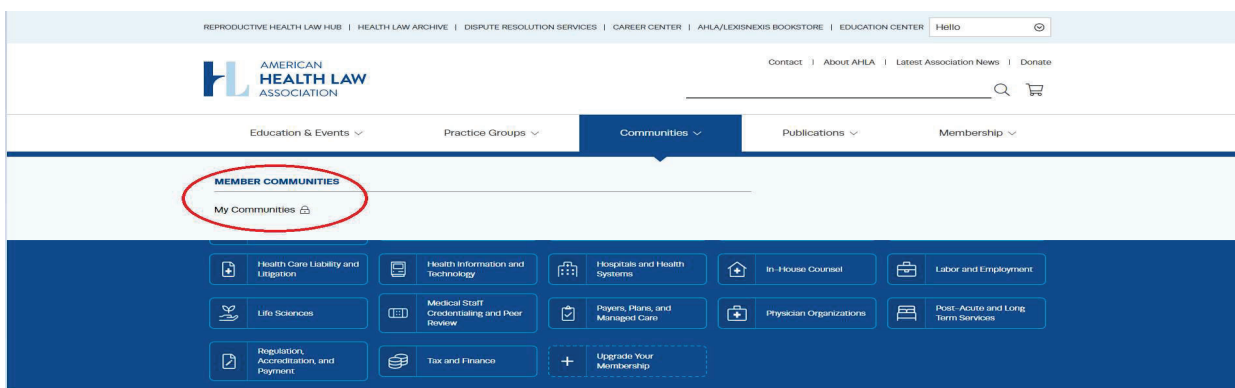
➤ ECPC Chair Issues



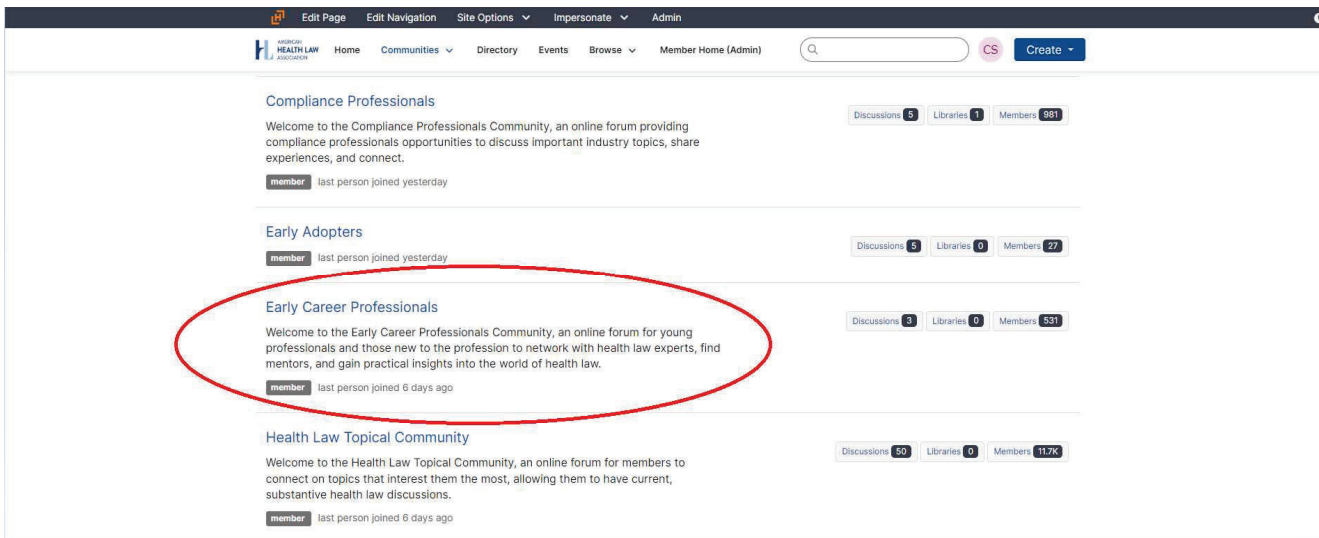
III. AHLA WEBSITE

Health Law Network

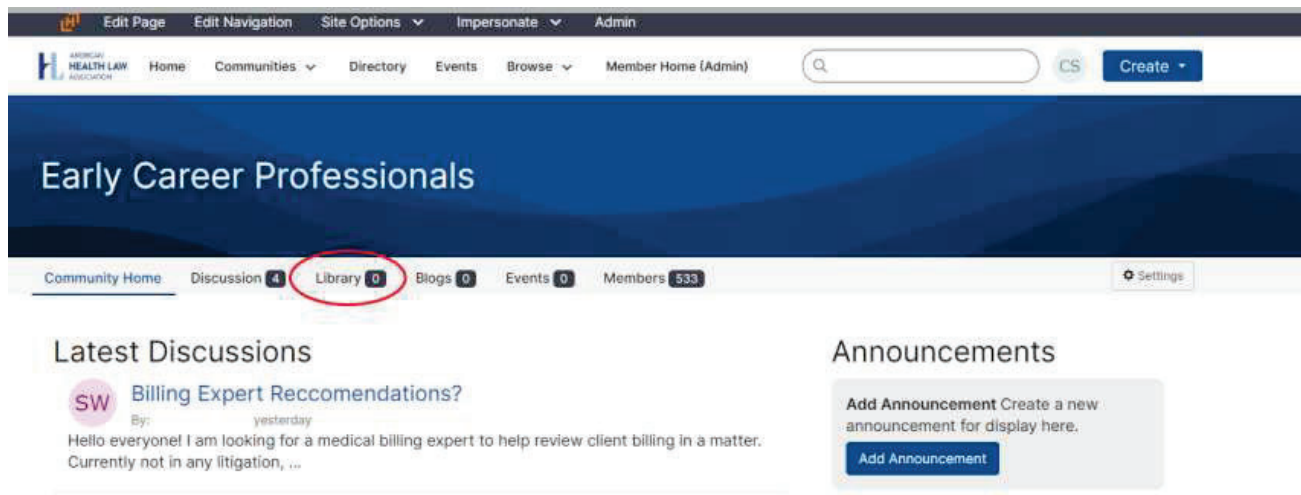
- 1) The AHLA Portal has numerous historical and current resources for ECPC members.
- 2) To access the “Early Career Professionals” Professional Network, go to the main AHLA webpage at www.americanhealthlaw.org and under the “Communities” tab select “My Communities”



- 3) Under “My Communities” scroll down and select the “Early Career Professionals.” See the example below:



- 4) On the “Early Career Professionals” landing page, the Council can save meeting agendas, minutes, and other resources in the Library tab, tagged with the Early Career Professionals tag.



Key Links on AHLA Website

[Frequently Asked Questions](#) for general and membership questions.

[Education Center](#) for live webinars, live educational calls, podcasts, and more.

[Career Center](#) for job postings.

[A History of Excellence](#) for milestones and the history of AHLA.

[Governance and Leadership](#)

[Latest Association News](#)

[Publications](#) for all newsletter and periodicals by AHLA.

IV. APPENDIX

CHARTER FOR EARLY CAREER PROFESSIONALS' COUNCIL

Name: Early Career Professionals Council

Purpose: The purpose of the Early Career Professionals Council is to coordinate opportunities for engagement within AHLA of students and early career professional members.

Responsibilities:

- Provide a forum for inclusion and a place to network, share, and connect with students and early career professionals on a variety of issues.
- Use the community to connect with students and early career professionals by facilitating discussions, posting, and replying to messages, sharing resources, and coordinating involvement and participation in Association events.
- Lead work groups of members who assist with advancing the Council's activities.
- Facilitate the development and sharing of professional development and educational content of interest within AHLA.
- Provide input and ideas to AHLA staff about the educational and networking needs of students and early career professionals.
- Coordinate opportunities for student and early career professional engagement and increased representation in leadership within AHLA.
- Facilitate the development of columns for the *Health Law Connections* magazine, podcasts, and resources for the community library.
- Use the Volunteer Town Square to share volunteer opportunities and to identify students and early career professionals interested in submitting speaking and writing proposals and ideas for content.
- Help to facilitate involvement of students and early career professionals in the Mentoring Program.

Composition: The Early Career Professionals Council will be composed of members who have been engaged in the health law profession for less than ten years. Members will represent a diversity of practice areas, geography, and demographics. The President-Elect will appoint three Vice Chairs for one, three-year term and an individual to serve as the Chair for one, two-year term. In addition, up to eleven members will be appointed by the President-Elect for one, three-year term. As necessary to minimize disruption in the work of the Council (especially as it relates to succession planning) and in the best interests of the Association, exceptions to term limits may be made on a case-by-case basis, such exceptions to be made sparingly.

Approved by the Board of Directors on June 11, 2019 (effective June 22, 2019)

Amended by the Board of Directors on January 15, 2021

Amended by the Executive Committee on March 22, 2022

Amended by the Board on April 11, 2024

VOLUNTEER RESOURCE CENTER

The Volunteer Resource Center is an online portal that contains information about [Volunteer Pathways](#), [resources for volunteers](#), and a [landing page for leadership](#). The [Leadership Onboarding](#) page includes links to recorded orientation and training sessions, Practice Group progress trackers, resources for the Early Career Professionals Council, and more.

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