

**COMMISSION  
NOMINATING COMMITTEE**

- NUMBER OF MEMBERS:** Up to 10 members
- METHOD OF APPOINTMENT:** The Committee shall be comprised of a Chair and 2-4 members drawn from the Council. The Immediate Past Chair of the Council shall serve as Chair. The Council Chair, in consultation with the Vice Chair and the Committee Chair shall appoint Committee members.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1st and ending June 30th. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 3-4 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.
- RESPONSIBILITIES:**
- Committee Responsibilities:**
- Send a call for nominations for Council and AHA positions ; awards to the Leadership and Nominating Committee members.
  - Prepare and present to the Leadership Committee nominations the following as terms expire:
    - ~ Officers and members-at-large of the Leadership Committee.
    - ~ One Delegates and one Alternate to the Volunteer Leaders Conference and Business Session of the AHA.
    - ~ Ancel Keys Lecturer
    - ~ Council Special Recognition Award
    - ~ Scientific Councils Distinguished Achievement Award
  - Prepare and submit to the AHA Nominating/Awards Committee nominations for the following:
    - ~ AHA Officers, Board Members, Committees and Awards
  - Provide alternates for each position considered.
  - Work with staff to verify each candidate's willingness to serve.
  - Complete and submit the appropriate nomination form(s) for A positions and awards to the AHA Nominating/Awards Committee the December 1st deadline, using the forms provided by AHA sta
- Chairperson's Responsibilities:**
- After the Leadership Committee has approved nominations for council positions, the Chairperson of the Nominating/Awards Committee shall present them to the voting membership at the next business meeting for election.
  - Attend Leadership Committee meetings and present Committee report and slates of nominees for approval.
  - Work with AHA staff to set meeting dates and times.

- Lead discussions at meetings and monitor activities.
- Review minutes of Committee meetings.
- Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects.
- Assign responsibilities as needed.