

**COMMISSION
PUBLICATIONS OVERSIGHT COMMITTEE**

NUMBER OF MEMBERS:	Up to 10 members
METHOD OF APPOINTMENT:	The Chairperson of the Council will appoint the chairperson and members. A representative, usually the Chairperson or Vice-Chairperson, will be a member of the Interdisciplinary Council on Prevention and the Council Leadership Committee. The committee shall be made up of a Chairperson, Vice-Chairperson and 5-8 members.
TERM OF OFFICE:	The Chair, Vice-Chair and members shall serve two-year terms. Members are eligible for reappointment to a second term. Terms will be staggered to ensure continuity and will begin and end with the AHA/ASA fiscal year (July-June).
FREQUENCY OF MEETINGS:	The committee will meet by teleconference Quarterly. Hours: 1-2 hours every 3 months (approximately 6 hours/year)
RESPONSIBILITIES: Committee Responsibilities:	Review current scientific statements in progress or published ; identify topics that require updating. Propose statements on new ; emerging scientific areas pertinent to cardiovascular disease epidemiology and prevention. Suggest leadership (i.e., writing group chairs) for each updated or newly proposed statement.
Member Qualifications:	<ul style="list-style-type: none">• A Premium Professional member of the AHA/ASA in good standing at the time of appointment.• Organizational skills and time availability to be able to meet deadlines and follow through on commitments• Excellent oral and written communication skills• Excellent interpersonal relationship skills• Demonstrated skills such as accountability, flexibility, rational ; timely decision making, initiative and innovation.• Working knowledge of the AHA mission, strategic goals ; organization
Chairperson's Responsibilities:	<ul style="list-style-type: none">• With the assistance of staff and the Council Chairperson, recruit committee members• With the assistance of staff, develop timelines and assign responsibilities for completing tasks/projects that achieve the Committee's goals and strategic plan.• Work with staff to develop the meeting agenda.• File a written report on the committee's activities at least 3 weeks prior to each Leadership Committee meeting.• Attend quarterly conference calls held by the ICP and semi-annual meetings of the Leadership Committee (or appoint a representative)