

**PROFESSIONAL AND PUBLIC EDUCATION AND PUBLICATIONS COMMITTEE
COMMISSION
OF
Council on Genomic and Precision Medicine (GPM)**

- PURPOSE:** To monitor and provide the most effective communication of information on functional genomics and translational biology to both professional and lay audiences.
- NUMBER OF MEMBERS:** The Committee shall be comprised of a Chair and up to 10 members drawn from the Council, as well as liaisons, newsletter editor, Scientific Sessions chair and Ex-Officio's as needed.
- REPORTS TO:** Council Chair and Leadership Committee
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the Nominations 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 at the Council's annual conference and may meet via teleconference during the year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.
- STAFFED BY:** AHA Science & Medicine Advisor
- RESPONSIBILITIES:** **Committee Responsibilities:**
- Review AHA professional and patient education materials relating to functional genomics and translational biology and recommend modifications as needed.
 - Submit program suggestions to Scientific Sessions Program Committee for plenaries, Sunday Morning Programs, How-to Sessions and CV Seminars.
 - Work with related organizations to prepare appropriate educational materials.
 - Appoint writing groups to draft educational materials.
 - Work with AHA Professional Education Committee.
 - Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.

- Develop and review annual plan and budget, including timelines and responsible parties.
- Include strategies for determining the informational needs of council members and outside customers/groups, methods for seeking pertinent information and optimum dissemination modes.
- Align Council communications to facilitate the transfer of information that will further the goals and missions of the Council and of AHA.
- Serve as the Council's Editorial Committee to proceed with the Collection, review, and submission of manuscripts to be recommended for publication in Circulation: Cardiovascular Genetics as arranged through the journal Editor.
- Participate ad hoc with the Professional & Public Education Committee in developing new publications for the AHA and the Council.

Chairperson's Responsibilities:

- Attend Leadership Committee meetings, present Committee report, and present recommendations to Leadership Committee 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.
- Provide material to Newsletter Editor quarterly as required.

Approved by the AHA Board of Directors, _____, 20____.