

**PROGRAM COMMITTEE COMMISSION
OF
Council on Genomic and Precision Medicine (GPM)**

- PURPOSE:** The mission of the Program Committee of the Functional Genomics & Translational Biology is to promote and enhance the Council's role in AHA Scientific Sessions through the development scientific programs in the Council's fields of expertise.
- NUMBER OF MEMBERS:** The Committee shall be made up of a Chair, Vice Chair and up to 8 members drawn from the Council. The Chair shall also be a member of the Committee on Scientific Sessions.
- REPORTS TO:** Committee on Scientific Sessions Program (CSSP), Council Chair and Leadership Committee
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the Committee Chair, shall appoint Committee members as terms expire.
- TERM OF OFFICE:** Members shall serve three-year terms beginning December 1 and ending November 30 and shall serve no more than two terms. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 1-2 times per year and possibly face-to-face if necessary. The time commitment will vary, but should not exceed an average of 1-3 hours per month.
- STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager
- RESPONSIBILITIES:**

Committee Responsibilities:

- Solicit and develop plans for Plenaries, Sunday Morning Programs, How-To Sessions and Cardiovascular Seminars for AHA's annual Scientific Sessions according to the format required by the Committee on Scientific Sessions Program;
- Assign, monitor grading, and provide feedback on abstracts submitted to the Committee on Scientific Sessions Program within the categories related to the Council's fields of expertise;
- Evaluate Council programs, categories, and roles at Scientific Sessions;

Chairperson's Responsibilities:

- Assist AHA staff in the development of meeting agendas and minutes.
- Preside over Committee meetings.
- Manage and monitor ongoing Committee activities.
- Assign responsibilities to Committee members as needed.
- Attend the January and July CSSP meetings and report the activities of the Program Committee.
- Attend two annual Leadership Committee meetings and present the Committee report.

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