

**COUNCIL ON HYPERTENSION
NOMINATING COMMITTEE COMMISSION**

- NUMBER OF MEMBERS:** The Committee shall be made up of a Chair, Vice Chair and 5-7 members drawn from the Council. The Chair will be the Immediate Past Chair of Council.
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair, the Committee Chair, and the Committee, shall appoint Committee members as terms expire.
- TERM OF OFFICE:** Members shall serve two-year terms beginning December 1st and ending November 30th and 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 an additional time commitment.
- STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager
- RECOMMENDED TIMELINE:** Spring: Meet to discuss Council and AHA Award Nominations. Contact nominees to obtain necessary forms and acceptances.
Summer: Review Committee memberships and progress, develop a list of recommendations for new committee members, and prepare report for Leadership Committee.
Fall: Present slate of fellows and Committee nominees to Leadership Committee for approval and recommendations.
- RESPONSIBILITIES:**
- Chairperson's Responsibilities:**
- Attend Leadership Committee meetings and present Committee report.
 - Present Committee report at the Annual Business meeting.
 - Work with AHA staff to set meeting dates and times and prepare agendas.
 - Lead discussions at meetings and monitor activities.
 - Review minutes of Committee meetings.
 - Assign responsibilities as needed.
- Committee Responsibilities:**
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
 - Prepare and present to the Leadership Committee nominations for the following as terms expire:

- Officers and members-at-large of the Leadership Committee.
- Scientific Councils Distinguished Achievement Award (every 3 years)
- Prepare and submit to the AHA Nominating/Awards Committee nominations for the following:
 - AHA Officers, Board Members, Committees and Awards
- Send a call for nominations for Council and AHA positions and awards to the Leadership and Nominating Committee members.
- Meet to evaluate nominations submitted and to consider other possible candidates.
- Determine a slate of candidates for Council positions to present to the Leadership Committee.
- Determine a slate of candidates for AHA positions.
- Nominate alternates for each position considered.
- Work with staff to verify each candidate's willingness to serve via telephone, email or letter. Provide candidates with committee commission and appropriate forms, requesting completion and return of the forms and a current curriculum vitae by mid-October.
- Complete and submit the appropriate nomination form(s) for AHA positions and awards to the AHA Nominating/Awards Committee by the December 1st deadline, using the forms provided by AHA staff.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.

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