

**COUNCIL ON HYPERTENSION  
PROFESSIONAL AND PUBLIC EDUCATION & PUBLICATIONS  
COMMISSION**

**Purpose:** To monitor and provide the most effective communication of information on hypertension to both professional and lay audiences.

**Reports To:** Council Chair and Leadership Committee

**Committee Membership:** 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-Officios as needed.

**Method of Selection:** The Council Chair, in consultation with the Vice Chair and the Nominations Committee Chair shall appoint Committee members.

**Term of Service:** Members shall serve two-year terms beginning December 1<sup>st</sup> and ending November 30<sup>th</sup>. Terms shall be staggered for continuity.

**Member Commitment:** 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.

**Committee Responsibilities:**

- Review AHA professional and patient education materials relating to hypertension 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 Hypertension 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.

**Recommended Timeline:**

- September – meet at Council on Hypertension Scientific Sessions
- Spring – teleconferences as needed

**Staffed by:** AHA Staff Scientist