

**LEADERSHIP COMMITTEE COMMISSION  
OF  
COUNCIL ON THE KIDNEY IN CARDIOVASCULAR DISEASE**

NUMBER OF MEMBERS: The Leadership Committee shall be comprised of the following members:  
Council Chair  
Vice Chair  
Immediate Past Chair  
Up to 12 at-large members  
Research Committee Representative  
Chair of the Membership and Communications Committee  
Chair of the Early Career Committee  
Chair of the KCVD SCILL Committee  
Chair, Hypertension Science Subcommittee  
Advocacy Ambassador  
International Ambassador  
Diversity Champion  
Early Career Representative  
Newsletter Editor  
Liaisons from NHLBI, NIH, , ASN, HTN, NIDDK, Ex-officio:  
AHA President, President-Elect, and Immediate Past President

METHOD OF APPOINTMENT: The officers and at-large members are nominated by the Nominating Committee and, upon recommendation of the Leadership Committee, are elected by the Council's membership at the Annual Business Meeting. The Council's Program Committee chair is selected by the Council Chair in consultation with the Chair of the Committee on Scientific Sessions Program. The President, acting upon the joint recommendation of the Research Committee and the Council, selects the Council's representative to the Research Committee. The Chair, in consultation with the appropriate leadership and staff, appoints the chairs of the Council's standing committees. Liaisons are appointed by the organizations that they represent.

**Member Qualifications:**

Recognized expertise in the field hypertension.  
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 change management skills such as accountability, flexibility, rational and timely decision making, initiative, and innovation.  
Working knowledge of the AHA mission, strategic goals and organization.

Involvement/experience at the Affiliate and/or local level desired.

**TERM OF OFFICE:** Terms shall be for two years, and shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>, except for the Program Committee Chair, whose term shall be concurrent with that of CSSP. Terms shall be staggered to insure continuity. The chair and members may be re-elected for one term.

**FREQUENCY OF MEETINGS:** The committee meets via teleconference in the Spring and face-to-face once per year (at the Fall Conference) which will involve travel and a meeting of 3-4 hours. Additional teleconferences may be arranged as required. The time commitment during non-meeting months will vary, but should not exceed 2-4 hours per month.

**STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager

**RESPONSIBILITIES:**

**Chair's Responsibilities:**

- Facilitate Council business in an efficient and timely manner.
- Keep the members apprised of issues facing the Council and the AHA.
- Insure council input and facilitate timely response on AHA issues.
- With the assistance of staff, develop agenda that allows for thorough discussion of important issues, and approve subsequent agendas and workplans.
- Insures input from key leaders and constituencies in decision-making.
- 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.
- 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.
- Work with standing and sub- committee chairs, Vice Chair and Past Chair to appoint committee members.
- Attends SACC meetings

**Vice Chairperson's Responsibilities:**

- Works with staff to monitor budget and presents proposed budget to Leadership Committee each year.
- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.

- Attend SACC meetings if the Chair is unable to attend.
- Assume role of Chair at the end of term as Vice Chair.

**Immediate Past Vice Chairperson's Responsibilities:**

Acts as Chair of the Nominating Committee.

**Committee Responsibilities:**

- To provide input into the AHA's science positions as they relate to the Council's given field of cardiovascular interest; guide and direct the Council's programs; anticipate and appraise areas of developing relevance to the Council's objectives and programs; develop recommendations for needed activities in the areas of science, medicine and research interests, and subjects for conferences which the Council believes the Association should address over the next three-five years.
- To approve and present to the Council membership nominations for officers and members-at-large of the Leadership Committee and two delegates and two alternates to the AHA Delegate Assembly. Nominations for AHA Officers, Board and committee members, and awards also may be approved for submission to the AHA Nominating and Awards Committee.
- To identify methods to increase the Council's membership when appropriate and to increase the participation of current members in Council and Association activities including the activities of the Affiliates and divisions.
- To approve an annual budget for discretionary fund activities and oversee all expenditures consistent with AHA policies and practices.
- The Leadership Committee sets the amount of annual dues, and approves the activities and recommendations of the standing and sub-committees and task forces for implementation.
- Examine the performance and participation and remove or place on probation any officer, committee chair, committee member or representative of the Council for failing to carry out assigned responsibilities, including failure to attend council meetings.

Revised April, 2017