

**COMMISSION  
PROGRAM COMMITTEE (FOR AHA SCIENTIFIC SESSIONS)  
COUNCIL ON QUALITY OF CARE & OUTCOMES RESEARCH (QCOR)**

- NUMBER OF MEMBERS: 12 maximum.
- METHOD OF APPOINTMENT: The Council Chair, in consultation with the Nominating Committee and the Committee Chair, shall appoint Committee members as terms expire. The Chair shall also be a member of the Committee on Scientific Sessions Program (CSSP).
- TERM OF OFFICE: Members shall serve three-year terms beginning in December and ending in November and shall be staggered for continuity.
- FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 3-4 times per year and may meet face-to-face at scientific meetings. 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.
- RESPONSIBILITIES: Committee Responsibilities:
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
  - Solicit and develop plans for plenaries, Sunday morning programs, how-to sessions and evening sessions for AHA's annual Scientific Sessions, following the format requested by CSSP.
  - Assign and monitor grading of abstracts submitted to Scientific Sessions within the categories related to the Council's fields of expertise.
  - Evaluate the Council's programs.
  - Review applicants for any Council young investigator / early career awards to be presented at Scientific Sessions.
- Chair's Responsibilities:
- Attend Leadership Committee meetings and present Committee report.
  - Attend the January and July CSSP meetings.
  - 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.
  - Assign responsibilities as needed.
- Vice Chair's Responsibilities:
- 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 CSSP meetings as needed.
  - Assume role of Chair at the end of term as Vice Chair.