

**COMMISSION  
QCOR SPECIALTY CONFERENCE PROGRAM COMMITTEE  
COUNCIL ON QUALITY OF CARE & OUTCOMES RESEARCH (QCOR)**

- NUMBER OF MEMBERS:** 17 maximum.
- METHOD OF APPOINTMENT:** The Council Chair in consultation with the Council Vice Chair and the Council Immediate Past Chair (Nominating Chair) will appoint the Chair of the Conference Program Committee. The Committee Chair in consultation with the Council Chair and Nominating Committee shall appoint the members of the committee. The membership of the committee shall be drawn from the list of past conference organizers and other interested Council members. The Chair and Vice Chair of the Committee shall serve as members of the QCOR Program Committee for AHA Scientific Sessions.
- TERM OF OFFICE:** The Chair and members shall serve two-year terms beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Members shall be eligible for one additional two-year term. Terms shall be staggered to insure continuity.
- FREQUENCY OF MEETINGS:** The committee shall meet via teleconference 5-6 times per year (or as necessary) and may meet face-to-face in conjunction with the annual QCOR Conference and/or AHA Scientific Sessions.
- RESPONSIBILITIES:** Committee Responsibilities:  
The committee shall be responsible for overseeing the conference and be actively involved in crafting the scientific program, including:
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
  - Develop and implement an annual written plan and budget.
  - Identify potential conference co-sponsors and work with staff to obtain financial and in-kind support for the conference.
  - Based on input from the Leadership Committee and suggestions from past conference attendees, develop plans for the scientific and social programs of the conference, including invited sessions and speakers and pre-conference workshops.
  - Assign and monitor grading of abstracts submitted to the conference.
  - Evaluate the conference programs.
  - Review applicants for awards to be presented at the conference.
- Chair's Responsibilities:  
The Chair shall also serve as a member of the Council Leadership Committee, and will attend two Council

Leadership meetings per year. The Chair is responsible for:

- Reporting to the Leadership Committee concerning program status and finances, including a post-conference assessment of effectiveness.
- Supervise development of all programs for the annual conference.
- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Work with Committee members and AHA staff to develop an annual plan and budget and to oversee projects and activities.
- Assign responsibilities as needed.
- Provide reports and pertinent information to the web and newsletter editors to share with Council members.
- Work with AHA staff to set meeting dates and times.
- Reviewing and approving minutes of committee meetings.

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.
- Assume role of Chair at the end of term as Vice Chair.

Approved October 1, 2008.