

**COMMISSION  
MINORITY AFFAIRS COMMITTEE**

**NUMBER OF MEMBERS:** 10 members, including the chairman and an Ex-officio member from the American Stroke Association Advisory Committee.

**METHOD OF APPOINTMENT:** The Chairperson of the Stroke Council will appoint the chairperson and members.

**TERM OF OFFICE:** The chair, vice chairperson and members shall serve two-year terms with eligibility for reappointment to a second term. Terms will be staggered to insure continuity and will begin and end with the AHA/ASA fiscal year (July-June).

**FREQUENCY OF MEETINGS:** The committee will meet by teleconference at least twice annually, preferably prior to the bi-annual Executive Committee meetings. Additional teleconferences may be arranged as necessary.

**RESPONSIBILITIES:**

**Chair's Responsibilities:**

- With the assistance of staff, recruiting and confirming the candidates willingness to be actively involved in the committee and the Council.
- Work with Committee and AHA staff to develop an annual plan and budget and oversee the development and implementation of projects.
- With the assistance of staff, developing timelines and assigning responsibilities for completing tasks/projects that achieve the council's goals and strategic plan.
- Work with AHA staff to develop the meeting agenda.
- Filing a written report on the committee's activities at least 3 weeks prior to each Executive Committee meeting.

**Committee Responsibilities:**

- Facilitate stroke initiatives in minorities by:
- Reviewing policies, procedures or programs that have the effect of promoting stroke initiatives in minorities, and making appropriate recommendations to the Stroke Council.
- Making recommendations for program development that would address mission-oriented issues of stroke initiatives in minorities, as well as strategies to encourage wider participation of stroke minority investigators in AHA/ASA/Council activities.
- Establishing, maintaining liaison relationships and initiating collaborative opportunities with other minority organizations.
- Nominating qualified candidates for Council and AHA positions and awards.

**Member Qualifications:**

- A Premium Professional member of the AHA/ASA in good standing at the time of appointment.
- 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.