

COMMISSION
DIVERSITY COMMITTEE 2017-2019
Council on Arteriosclerosis, Thrombosis and Vascular Biology (ATVB)

Number of Members:	10 members, including the Chair and Vice Chair, with one ex-officio member from the ATVB Council.
Method of Appointment:	The Council Chair, in consultation with the committee Chair and the Vice Chair shall appoint Committee members and Chairs as terms expire.
Term of Office:	The Chair, Vice Chair and committee members shall serve two-year terms with eligibility for reappointment to a second term (maximum 4 years). Terms will be staggered to ensure continuity and will begin and end with the AHA/ATVB fiscal year (July 1 st -June 30 th).
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. The committee may schedule at least one face-to-face meeting at AHA scientific sessions and/or ATVB Council meetings.

RESPONSIBILITIES:
Chair's Responsibilities:

- Recruitment: With the assistance of committee members, recruit and confirm candidates to be actively involved in the activities of the committee and the Council.
- Participation: attend ATVB Leadership Committee meetings and present Committee report, lead all diversity committee efforts.
- Development: work with Committee and ATVB staff to develop an annual plan and budget and oversee the development and implementation of projects.
- With the assistance of ATVB staff, develop timelines and assign responsibilities to members for completing tasks/projects that achieve the Council's goals and strategic plan.
- Work with ATVB staff to develop all meeting agendas.
- Coordinate with Fall and Spring Program Committees to develop programs that address diverse health issues, meet the needs of diverse scientists and/or feature diverse speakers.
- Filing a written report on the committee's activities at least 3 weeks prior to each Executive Committee meeting.

- Provide Council Chair and Nominating Committee with list of diverse candidates to consider for open positions.

Provide members with explanation of committee goals and actions.

Committee Responsibilities:

- **Review** existing policies, procedures and/or programs that have the effect of promoting diversity initiatives in underrepresented groups and make appropriate recommendations to AHA/ATVB Council.
- **Make recommendations** for program development that would address mission-oriented issues of diversity, as well as strategies to encourage wider participation of AHA/ATVB members/investigators in all committee activities.
- **Develop** strategies to promote scientific diversity for all scientific career levels; such as workshops to engage diversity within existing ATVB/AHA meetings and other platforms.
- **Encourage** diversity committee members to consider becoming fellows of the AHA (FAHA).
- **Generate** a platform of information to foster diversity in cardiovascular field by establishing and maintaining liaison relationships and initiating collaborative opportunities with other organizations working on increasing diversity (NIH, NSF, local and national organizations).

Member Qualifications:

- A Premium Professional member of the AHA and ATVB Council in good standing at the time of appointment.
- Working knowledge of the AHA/ATVB mission, strategic goals and organization.
- Interest and commitment in promoting diversity.