

Commission
Fall Program Committee
Council on Arteriosclerosis, Thrombosis and Vascular Biology

- Purpose:** To promote and enhance the Council's role at AHA's Scientific Sessions through development of excellent and varied scientific programs in the Council's fields of expertise.
- Reports To:** Committee on Scientific Sessions Program (CSSP), Council Chair and Leadership Committee.
- Committee Membership:** The Committee shall be made up of a Chair, Vice Chair and other committee members who will be assigned to specific categories for the sessions that will be developed by ATVB. The Chair shall also be recommended to serve on the Committee on Scientific Sessions Program. The Chair shall act as liaison to the Spring Program Committee. The past Chair of the ATVB Council and the Chair of the Spring Conference committee will also serve on this committee.
- Method of Selection:** The Council Chair, in consultation with the Vice Chair and the Committee Chair, shall appoint Committee members as terms expire. The Council Chair, in consultation with the Chair of the Committee on Scientific Sessions Program, shall appoint the Chair.
- Term of Service:** Members shall serve three-year terms beginning and ending in November and shall be staggered for continuity.
- Member Commitment:** The Committee shall meet via teleconference as needed, and will meet face to face at both Scientific Sessions and the ATVB Spring conference. The face-to-face meeting will be held in conjunction with the Spring conference committee. The time commitments will be approximately as follow: December to January: develop invited sessions: April, confirm graders: July: build sessions. These commitments are time sensitive and need to be executed in an expeditious manner. Because the development of the program is an ongoing process, additional time commitments will be needed throughout the year. Much of the work is performed using electronic media.
- Committee Responsibilities:**
- Solicit and develop plans for plenaries, Sunday Morning Programs, How-To sessions and CV Seminars for AHA's annual Scientific Sessions, following the format requested by CSSP.

- Bring program and speaker suggestions to meeting at Scientific Sessions.
- Assign, monitor and complete grading of abstracts submitted to Scientific Sessions within the categories related to the Council's fields of expertise.
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
- Evaluate the Council's programs at Sessions.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.

Chairperson's Responsibilities:

- Attend Leadership Committee meetings and present Committee report.
- Attend the January and July CSSP meetings if appointed.
- Provide AHA Sessions staff with abstract graders.
- Provide completed plans for Plenaries, How-To's, Sunday Morning Programs and CV Seminars to AHA Sessions staff at January meeting.
- 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.
- Assign responsibilities as needed.

Vice Chairperson'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 in the absence of the Chair.
- Assume role of Chair at the end of term as Vice Chair.
- Attend meetings of the Spring Program Committee as liaison from Fall Program Committee.

Recommended Timeline:

- November: Present report to Leadership Committee and ask for suggestions for future programs.
- November: Meet at Sessions to develop programs for the next year's Scientific Sessions.
- December/January: Fully develop invited sessions programs and coordinate with AHA staff to recruit presenters. Recruit abstract graders.

- December: Forward special program suggestions to AHA.
- Early Spring: Prepare report to present to Leadership Committee at spring meeting.
- Late Spring/Early Summer: Grade abstracts.
- Summer: Meet to determine priority abstract sessions that the Chair will advocate for at the July CSSP meeting.
- Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.

Commission Approved: _____
(Date)