

COMMISSION MEMBERSHIP COMMITTEE

NUMBER OF MEMBERS: Five (5) The Committee shall be made up of a Chair, Web-Page Manager, and up to 5 additional members drawn from the Council's membership and representing the Council's constituencies.

METHOD OF APPOINTMENT: The Council Chair shall appoint the members of this committee as terms expire.

TERM OF OFFICE: Committee terms shall be for two years, and shall begin and end with the AHA fiscal year (July-June). Terms shall be staggered to insure continuity. Members may be re-appointed for one additional term.

FREQUENCY OF MEETINGS: The committee shall meet twice per year by teleconference. Additional teleconferences may be scheduled as needed. An average of 2-3 hours per month. Special projects may require an additional time commitment.

RESPONSIBILITIES:

Committee Responsibilities:

- Develop and implement strategies to determining the informational needs of council members, methods for seeking pertinent information and optimum dissemination modes.
- Align Council communications to facilitate the transfer of information that will further the goals and missions of the Council and of AHA.
- Continually improve and enhance the Council Newsletter and web site to meet the needs of the membership.
- With the assistance of Staff, develop an annual plan for accomplishing the strategic goals relative to Council communication.
- With the assistance of staff, develop an annual budget and timeline for publishing the newsletter and implementing other initiatives.
- Organize the content and visual layout of the newsletter and web page to stimulate reader interest and encourage utilization of online member services, and other applicable resources and modes of communication.
- Gather and compile summaries, reports, articles and other information of interest to the Council's membership from the Council chair, committee chairs, and other sources.

Member Qualifications:

- Knowledge of the developments and emerging trends in the fields of nutrition, physical activity, obesity and diabetes.
- Extensive professional networks within and outside the Council and the AHA.
- Excellent interpersonal skills, including the ability to identify information needs from the reader's point of view, and to

persuade potential authors to contribute materials useful to the members.

- Excellent oral and written communication skills.
- Familiarity with communication and publishing technologies.
- Demonstrated change management skills such as accountability, flexibility, rational and timely decision making, initiative, and innovation.
- Organizational skills and time availability to be able to meet deadlines and follow-through on commitments.
- Working knowledge of the AHA strategic goals and organization.

**Chairperson's
Responsibilities:**

The chair shall serve as the Newsletter Editor and will also be a member of the Executive Committee. The chair is responsible for:

- Provide guidance and orientation to new Committee members.
- Overseeing the development and implementation of projects and initiatives.
- Determining the central theme and soliciting articles and contributions for the newsletter and web site.
- With the assistance of staff, edit and publish 1-2 issues of the Council Newsletter each year.
- Attend the Executive Committee meetings, held in-person two times per year (spring and November).
- File a written report on the committee's activities, including proposals for new initiatives and project updates, at least 3 weeks prior to each Executive Committee meeting.

**Web Page Manager
Responsibilities:**

- Work with AHA staff to design, monitor and maintain timely and relevant web site content.
- Identify important links to events, programs, external organizations, and information of interest to Council members.
- Work with Council committees and members to seek newsworthy information to post on site.
- With the assistance of Staff, respond to membership inquiries.