

## **COMMISSION NOMINATING COMMITTEE**

- NUMBER OF MEMBERS:** Ten (10) members, including
- Immediate Past Council Chair
  - Ex-officio: Council Chairman and Vice-Chairman
  - Up to 7 additional members drawn from the Council's membership.
- METHOD OF APPOINTMENT:** The Immediate Past Council chair shall serve as the chair of the Nominating Committee, the Council chair and vice chair shall serve as ex-officio members, other members shall be appointed by the Council chair.
- TERM OF OFFICE:** Terms shall be for two-year terms and shall be staggered in such a way as to assure continuity. The members may be eligible for appointment to one additional term.
- FREQUENCY OF MEETINGS:** This committee shall meet by teleconference at least once per year. Other teleconference may be arranged as needed.  
Time Commitment: 2-5 Hours per year
- RESPONSIBILITIES:**
- Committee Responsibilities:**
- Developing and overseeing implementation of the Council's strategies for leadership development and succession planning.
  - Annually preparing and presenting to the Executive Committee recommendations for Council officers, at-large members, 2 assembly delegates and 2 alternates to the AHA Delegate Assembly.
  - Making recommendations for AHA Officers (President-elect, Chairman of the Board), committee positions and awards (Gold Heart Award, AHA Award of Merit, AHA Physician of the Year Award, Chairman's Award, the Louis B. Russell Award, Eugene Braunwald Mentor Award), including completing and submitting the necessary nomination forms by the January 15, deadline.
- Member Qualifications:**
- 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.
  - Extensive professional networks within and outside the Council and the AHA.

**Chairperson's  
Responsibilities:**

- Identifying critical expertise needed on the Council Executive and sub-committees.
- With the assistance of staff, recruiting and confirming the candidate's willingness to be serve the Council or AHA in the capacity he/she is being considered.
- Assigning responsibilities/timelines for completing tasks/projects that achieve the council's goals and strategic plan.
- Filing a written report on the committee's activities at least 3 weeks prior to each Executive Committee meeting.