

**COMMISSION  
ANNUAL SUMMER CONFERENCE COMMITTEE**

NUMBER OF MEMBERS: 10-12 members

METHOD OF APPOINTMENT: The council chairman in consultation with the Vice Chair and the Immediate Past Chair will appoint the members of the Annual Conference on BCVS Planning Committee.

(1) The council chair shall serve as the chair of the conference planning committee.

(2) The membership of the committee shall be drawn from the list of past conference organizers.

(3) The council vice chair and immediate past chair shall serve as ex-officio members.

(4) 1-2 members shall be selected to represent early career investigators.

TERM OF OFFICE: The chairman and members shall serve two-year terms. Members shall be eligible for one additional two-year term. Terms shall be staggered to insure continuity

FREQUENCY OF MEETINGS: The committee shall meet via teleconference 3-4 times per year (or as necessary to complete its business), and will meet face-to-face at the Annual Conference on Basic Cardiovascular Sciences.

The time commitment will vary, but should not exceed an average of hours per month. Special projects may require an additional t commitment.

RESPONSIBILITIES:

**Committee Responsibilities:**

- The committee shall be responsible for overseeing the conference and be actively involved in crafting the scientific program, including:
- Plan and develop the invited sessions and speakers, and pre-conference workshops based on input from the Leadership Committee.
- Consult with staff to develop the conference budget and monitor expenses against budget.
- Identify potential conference co-sponsors (monetary and non-monetary) and work with staff to obtain financial and in-kind support for the conference.
- Participate in the abstract grading process, including serve as a chair or co-chair one of the abstract categories, identifying and soliciting abstract graders, assigning and monitoring grading of abstracts submitted to the conference.
- Review applications and select recipient(s) for any Council sponsored awards to be presented at the conference.

**Member Qualifications:**

- An active Premium Professional member of the AHA/ASA at the time of appointment aligned with the Council on Basic Cardiovascular Sciences.
- Recognized expertise in basic cardiovascular sciences.
- Organizational skills and time availability to be able to meet deadlines, follow-through on significant time commitments.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Demonstrated business and change management skills such as accountability, flexibility, rational and timely decision-making, initiative and innovation

**Chairperson's Responsibilities:**

- The council chair serves as the chair of the Conference Planning Committee, and is responsible for:
- Identifying and recruiting appointing the committee membership on behalf of the Council on Basic Cardiovascular Sciences.
- Reporting to the Leadership Committee concerning program status and finances, including a post-conference assessment of effectiveness.
- Oversee staff administration of conference logistic, including:
  - Supervise development of all programs for the annual conference.
  - Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
  - Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects and activities.
  - Assign responsibilities as needed.
  - Provide reports and pertinent information to the web and newsletter editors to share with Council members.
  - Work with AHA staff to set meeting dates and times.
  - Reviewing and approving minutes of committee meetings.

Approved by the Council on Basic Cardiovascular Sciences Leadership Committee  
Date: March 2004