

**COUNCIL ON CLINICAL CARDIOLOGY  
LAENNEC AND POST GRADUATE EDUCATION COMMITTEE (PGE)  
COMMISSION**

NUMBER OF MEMBERS: Up to 10

The Committee shall be made up of a Chair, Vice Chair and up to eight members of the Council, of which, one shall be a trainee member of the Council. Liaisons may be added to the committee on an ad hoc basis, as determined by the Chair

METHOD OF APPOINTMENT: The Council Chair, in consultation with the Council Vice Chair and Committee Chair shall appoint Committee members and Chairs as terms expire.

TERM OF OFFICE: Members shall serve two-year terms beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>, and shall serve no more than two terms. Terms shall be staggered for continuity.

FREQUENCY OF MEETINGS: The Committee shall meet twice per year via face-to-face or teleconference as determined by Committee, Council, and American Heart Association leadership. In addition, there may be a need for teleconferences between biannual meetings. Time commitment will vary, but should not exceed an average of three to five hours per month.

RESPONSIBILITIES:

Committee Responsibilities:

- Prepare slide materials to facilitate professional education lectures/seminars on relevant cardiology topics.
- Identify professional continuing education needs in Cardiology and prepare courses, symposia, or other didactic sessions to meet these continuing education needs.
- Review and make recommendations regarding professional education programs requesting co-sponsorship from the Council on Clinical Cardiology to ensure that the course content meets co-sponsorship criteria.
- Select the annual Laennec Clinician/Educator Lecture and Laennec Master Clinician Award.
- Recommend policy and administer the Samuel Levine Young Investigator Award competition.
- Review applications and select the five finalists.
- Serve as judges for the competition at Scientific Sessions.

Chairperson's Responsibilities:

- Assist AHA staff in the development of meeting agendas and minutes.

- Preside over Committee meetings.
- Manage and monitor ongoing Committee activities.
- Assign responsibilities to Committee members as needed.
- Attend two annual Leadership Committee meetings and present the Committee report.