

**NOMINATING COMMITTEE COMMISSION
OF
COUNCIL ON CARDIOVASCULAR SURGERY & ANESTHESIA**

- PURPOSE:** To promote excellence in the field of cardiovascular surgery and anesthesia science through selection, recruitment, training, retention and recognition of qualified volunteers in leadership positions in the Council and the American Heart Association and as Council members.
- NUMBER OF MEMBERS:** The Committee shall be made up of a Chair, Vice Chair and 3-5 members drawn from the Council.
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the Committee Chair shall appoint Committee members and Chairs as terms expire.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1st and ending June 30th and shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 3-4 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.
- STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager
- RESPONSIBILITIES:**
- Chair's Responsibilities:**
- Attend Leadership Committee meetings and present Committee report.
 - Present Committee report at the Annual Business meeting.
 - Work with AHA staff to set meeting dates and times and prepare agendas.
 - 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.
- Committee Responsibilities:**
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
 - Develop and implement an annual written plan and budget for recruitment strategies.
 - Promote new member and new fellow recruiting by the Leadership Committee members, including recommending recruiting goals, providing current recruiting materials, and modeling personal involvement.

- Increase the participation of current members by coordinating with the Program and Communication Committees to inform members of Council activities.
- Consult with staff to review application and data requests periodically and revise as needed.
- Consult with staff to identify potential candidate pools and generate ideas for recruiting activities (e.g. mailing campaigns, web page recruiting, and activities during conferences, one-on-one leadership recruiting efforts.)
- Identify and promote benefits of membership and fellowship.
- Review fellowship applications and make recommendations to the Leadership Committee.
- Evaluate the Council's performance in retaining members and make recommendations to the Leadership Committee as needed.
- Prepare and present to the Leadership Committee nominations for the following as terms expire:
 - Officers and members-at-large of the Leadership Committee.
 - Two Assembly Delegates and two Alternates Assembly Delegates.
 - Scientific Councils Distinguished Achievement Award (every 3 years)
- Prepare and submit to the AHA Nominating/Awards Committee nominations for the following:
 - AHA Officers, Board Members, Committees and Awards
- Send a call for nominations for Council and AHA positions and awards to the Leadership and Nominating Committee members.
- Meet to evaluate nominations submitted and to consider other possible candidates.
- Determine a slate of candidates for Council positions to present to the Leadership Committee.
- Determine a slate of candidates for AHA positions.
- Nominate alternates for each position considered.
- Work with staff to verify each candidate's willingness to serve via telephone, email or letter. Provide candidates with committee commission and appropriate forms, requesting completion and return of the forms and a current curriculum vitae by mid-May.
- Complete and submit the appropriate nomination form(s) for AHA positions and awards to the AHA Nominating/Awards Committee by the December 1st deadline, using the forms provided by AHA staff.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.

Recommended Timeline:

- Spring: Meet to discuss Council and AHA Nominations. Contact nominees to obtain necessary forms and acceptances. Prepare slate of nominees for Leadership Committee.
- Summer: Meet to review fellowship applications to develop a slate to forward to the Leadership Committee and the Council membership at the Fall Conference.

- Summer: Review Committee membership activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- Fall: Present proposed annual plan, budget and slate of fellows and Leadership Committee nominees to Leadership Committee for approval and recommendations.
- Spring: Meet to discuss revision and implementation of plans.

Approved by the AHA Board of Directors, _____, 20____.