

**COMMISSION
DEVELOPMENT COMMITTEE
COUNCIL ON CARDIOVASCULAR AND STROKE NURSING**

NUMBER OF MEMBERS: 6-8 members.

The committee shall consist of a chair and 4-6 members appointed by the Chair of the Council. The Vice Chair of the Council, in her/his role as Budget Chair, shall sit on the committee as an ex-officio member. One of the members shall be Early Career.

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 1st and ending June 30th and shall be staggered for continuity.

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 2-3 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.

RESPONSIBILITIES: Review the Council's programs, budget and objectives on an annual basis and identify short-term and long-term needs for resources.

- Develop a plan to secure the needed resources, including objectives, strategies, timelines and assignments, and monitor progress.
- Anticipate and appraise areas of possible future needs for resources.
- Design and present to the Leadership Committee a three to five year plan for resource development.
- Provide progress updates to the Leadership Committee on a regular basis.

Chairperson's Responsibilities:

- Attend Leadership Committee meetings and present Committee report.
- Provide guidance and orientation to Committee members.
- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Lead discussions at meetings and monitor activities.
- Work with Committee and AHA staff to prepare plans, budgets and timelines.
- Review and edit minutes and/or Committee reports, as needed.
- Assign responsibilities as needed.
- Present Committee report at the Annual Business Meeting.