

# COUNCIL ON EPIDEMIOLOGY AND PREVENTION (EPI)

## NOMINATING COMMITTEE COMMISSION

### SCOPE:

The Nominating Committee is responsible for submitting a diverse and inclusive slate of Council nominations for AHA President Elect, Board of Director, Gold Heart Awards, Presidential Session Awards, National Committees and Council Committees. They develop and oversee implementation of the Council's strategies for leadership development and long-term succession planning.

### NUMBER OF MEMBERS:

10 Members

### MEMBERS:

- Chair
- Vice Chair (Council Chair)
- Immediate Past Chair
- Diversity Champion
- 6 Members drawn from Council Membership

In an effort to maintain the integrity of all AHA awards and operate in a transparent manner, awards selection committee Members should not be directly involved in nominations or letters of support prior to their submittal nor are they eligible to receive the award designation selected by this committee while serving on the committee in order to avoid any conflict of interest or the appearance thereof.

### REPORTS TO:

Council Chair and Leadership Committee

### APPOINTMENT TO THE COMMITTEE:

Nominations for the officers and Members of this committee are vetted and decided on by the Council Nominating Committee, chaired by the Immediate Past Chair. Nominees come from numerous sources including input from the committee Chair and Vice Chair, suggestions from other volunteers, the Science Volunteer Form in Professional Heart Daily as well as relevant staff input.

### TERM OF SERVICE:

Terms begin on July 1st and end on June 30th and shall be staggered for continuity. The Chair, Vice Chair and Immediate Past Chair only serve one two-year term in those positions. Members and liaisons on the committee serve a two-year term but are eligible to be re-invited for a second two-year term after which time they are replaced.

### FREQUENCY OF MEETINGS:

The Committee shall meet via teleconference several times throughout the year:

- Summer: to identify nominees for AHA President Elect, Board of Director and the Gold Heart Awards (*Gold Heart, Award of Meritorious Achievement, Physician of the Year, Healthcare Volunteer of the Year, Louis B. Russell Memorial Award, Ron Haddock International Impact Award, Morgan Stark Memorial Award*)

- January: to identify nominees for AHA National Committees
- February: to identify nominees for Presidential Session Awards (*Chairman's Award, Eugene Braunwald Academic Mentorship Award, Basic Research Prize, Population Research Prize, Clinical Research Prize, Research Achievement Award*)
- March: to complete the slate for all Council committees

#### RESPONSIBILITIES/OBJECTIVES:

- Prepare and submit a slate of diverse and inclusive nominations for National positions and awards by the given deadline using the forms provided by AHA staff:
  - AHA President Elect, Board of Director, Committees and Awards
- Evaluate nominations and recommendations submitted for Council committee positions.
- Determine a slate of diverse and inclusive candidates for Council positions to present to the Leadership Committee.
- Determine a slate of diverse and inclusive candidates for AHA National Committee positions.
- Nominate alternates for each position considered.
- Review Council awards criteria and procedures periodically and make revisions as needed.

#### CHAIRPERSON'S RESPONSIBILITIES:

- Facilitate the business of the committee in an efficient and timely manner.
- Attend Leadership Committee meetings and present Committee report.
- Work with AHA staff to set meeting dates and times.
- Provide guidance and orientation to Members.
- Lead discussions at meetings and monitor activities.
- Assign responsibilities as needed.
- With the Vice Chair and Immediate Past Chair, provide recommendations to the full Nominating Committee regarding committee Member renewals and replacements during nominations in the spring.

#### VICE CHAIR'S RESPONSIBILITIES:

- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair,
- Attend Leadership Committee meetings and present reports in absence of Chair.
- Assume role of Chair at the end of term as Vice Chair.
- With Chair and Immediate Past Chair, provide recommendations to the full Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### IMMEDIATE PAST CHAIR:

- Serve as an advisor to the committee.
- Preside over Committee meetings in the absence of the Chair and Vice Chair.
- With Chair and Vice Chair, provide recommendations to the full Nominating Committee regarding committee Member renewals and replacement during nominations in spring.

#### STAFFED BY:

AHA Council Manager