



COUNCIL ON HYPERTENSION (HTN)

HTN FALL SPECIALTY CONFERENCE PLANNING COMMITTEE COMMISSION

SCOPE: The HTN Fall Specialty Conference Planning Committee is charged with promoting and enhancing the Council's role in the scientific community through development of excellent and varied scientific programs at the annual XXX Scientific Sessions conference.

NUMBER OF MEMBERS:

XX – XX Members

MEMBERS:

The Committee shall be made up of:

- Chair
- Vice Chair
- Immediate Past Chair (who also serves on the Council SCILL Committee)

REPORTS TO:

Council SCILL 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 3-4 times per year and will meet face-to-face at scientific meetings, if a majority of Members will be attending. The time commitment will vary but should not exceed an average of 3-5 hours per month. Special projects may require an additional time commitment.

RESPONSIBILITIES/OBJECTIVES:

- 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.
- Solicit and develop plans for scientific and social programs at the Council's annual conference.
- Assign and monitor grading of abstracts submitted to the conference.
- Evaluate the conference program.
- Review applicants for Council investigator awards to be presented at the conference.



- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.

CHAIR'S RESPONSIBILITIES:

- Supervise development of all programs for the annual conference.
- 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.
- Lead discussions at meetings, engage committee Members in conference planning and monitor activities.
- Review minutes of Committee meetings.
- Work with the Committee and AHA staff to develop an annual plan and budget to oversee projects.
- Utilizing the full committee, assign responsibilities as needed.
- With the Vice Chair and Immediate Past Chair, provide recommendations to the 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 Committee report in the absence of the Chair.
- Assume role of Chair at the end of term as Vice Chair.
- Attend meetings of the Fall Program Committee as liaison from the Spring Program Committee.
- With the Chair and Immediate Past Chair, provide recommendations to the Nominating Committee regarding committee Member renewals and replacements during nominations in the spring.

IMMEDIATE PAST CHAIR:

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

RECOMMENDED TIMELINE:

- Spring/Summer/Winter/Fall: Meet to evaluate the current conference and to plan and develop the following conference program.
- Spring/Summer/Winter/Fall: Present proposed annual plan, budget and funding requests for the following year's conference to the Leadership Committee for approval and recommendations. Recruit abstract graders
- Spring/Summer/Winter/Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- Spring/Summer/Winter/Fall: Present report and any budget revisions or requests to Leadership Committee.
- Spring/Summer/Winter/Fall: Grade abstracts and schedule presentations.
- Spring/Summer/Winter/Fall: Replace Committee Members whose terms will expire in the Spring. Begin planning for subsequent conferences



STAFFED BY:
Conference Program Manager