



COUNCIL ON PERIPHERAL VASCULAR DISEASE (PVD)

LEADERSHIP COMMITTEE COMMISSION

SCOPE:

The American Heart Association's Council on Peripheral Vascular Disease provides science-based leadership and assistance in support of the organization's goal to be a relentless force for longer, healthier lives.

The Council on Peripheral Vascular Disease Leadership Committee serves as a resource on issues pertaining to integrate the academic and clinical missions of all interdisciplinary vascular health professionals in order to expand professional and public vascular education; to advance the basic science and clinical research and evidence based practice; and to thereby improve clinical outcomes of individuals with PVD.

NUMBER OF MEMBERS:

10 – 15 Members

MEMBERS:

The Leadership Committee shall be comprised of:

- Chair
- Vice Chair
- Immediate Past Chair
- Chair, PVD Fellow-In-Training & Early Career Committee
- Chair, PVD Membership & Communications Committee
- Chair, PVD Nominating Committee
- Chair, PVD Scientific & Clinical Education Lifelong Learning Committee (SCILL)
- 6 Members-At-Large (One At-Large Member must be Early Career)
- Advocacy Ambassador
- Diversity Champion
- Go Red Women in Science & Medicine Representative
- Liaison, Early Career Blogger
- Liaison, NHLBI
- Liaison, Council on Cardiovascular Radiology & Intervention (CVRI)
- Liaison, Council on Basic Cardiovascular Sciences (BCVS)
- Liaison, Council on Epidemiology and Prevention Leadership Committee
- Liaison, Society for Vascular Nursing
- Liaison, American Venous Forum
- Liaison, Stroke Council
- Liaison, Council on Cardiovascular and Stroke Nursing (CVSN)
- Liaison, Society for Vascular Surgery
- Liaison, Society for Cardiac Angiography & Interventions
- Liaison, Council on Clinical Cardiology (CLCD)



Note: Members and Members-at-Large vote. Liaisons are nonvoting Members of the committee.

REPORTS TO:

Council Operations Committee (COC)

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 Council's 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 may meet face-to-face twice per year in conjunction with AHA Scientific Sessions and XXXX Scientific Sessions with two operational teleconferences in advance of them. Additional meetings, via teleconference, may be arranged as required.

OR

This committee meets face-to-face at AHA Scientific Sessions with an operational teleconference in advance of that and has a combined teleconference in the spring. Additional meetings, via teleconference, may be arranged as required.

OR

This committee meets face-to-face at XXXX with an operational teleconference in advance of that and has a combined teleconference in XXXX.

RESPONSIBILITIES/OBJECTIVES:

To conduct the affairs of the Scientific Council in the intervals between regular meetings and carry out the objectives within the policies of the AHA.

1. Provide input into the AHA's science positions as they relate to the Council's given field of cardiovascular and neurological expertise.
2. Guide and direct the Council's scientific papers, statements and programming for conferences and on-line lifelong learning products. Anticipate and appraise areas of developing relevance to the Council's field of science and develop recommendations for needed activities in these areas of science, medicine and research over the next three-to-five (3-5) years.
3. Identify Members to serve on writing groups for Scientific Statements, advisories, and guidelines and to review journal articles, serve as journal editors and editorial board Members.
4. Promote diversity, equity and inclusion.



5. Create and maintain a strategic plan for the Council.
6. Provide input into community education and patient education programs.
7. Explore and provide opportunities for early career professionals to interact with mentors and others in their field of interest.
8. Involve the Council in Association-wide strategic planning, goal setting and subsequent support of achieving those goals.
9. Maintain ongoing, open communications and interaction with the Council Operations Committee.
10. Prepare an annual budget and ensure fiscal oversight over Council funds.
11. With the Membership and Communications Committee, identify methods to increase Membership and participation of current Members in Council and AHA activities.
12. Member with the Membership and Communications Committee to facilitate the communication of science through various outlets including *Connections*.

CHAIR'S RESPONSIBILITIES:

- Facilitate Council business in an efficient and timely manner.
- Keep the Members apprised of issues facing the Council and the AHA.
- Ensure Council input and facilitate timely responses to AHA issues.
- With the assistance of staff, develop agenda that allows for thorough discussion of important issues, and approve subsequent agendas and work plans.
- Insure input from key leaders and constituencies in decision-making.
- Facilitate Leadership Committee meetings and present reports.
- Present Council report at the Annual Business meeting. (if applicable)
- Work with AHA staff to set meeting dates and times.
- 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 oversee projects.
- Attend Science Advisory & Coordinating Committee (SACC) meetings.
- Work with AHA staff to develop Annual Business Meeting and Council Dinner agendas. (if applicable)
- Submit Chair's report to Newsletter Editor for Council *Connections*.
- Serves as a Member of the Nominating Committee.
- With the Vice Chair and Immediate Past Chair, select the next Vice Chair of the Council.

VICE CHAIR'S RESPONSIBILITIES:

- Works with staff to monitor budget and presents proposed budget to Leadership Committee each year.
- 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 the absence of the Chair.
- Attend SACC meetings if the Chair is unable to attend.
- Assume role of Chair at the end of term as Vice Chair.



- Also serves as Member of the Nominating Committee.
- With the Chair and Immediate Past Chair, select the next Vice Chair of the Council.

IMMEDIATE PAST CHAIR'S RESPONSIBILITIES:

- Acts as Chair of the Nominating Committee.
- With the Chair and Vice Chair, select the next Vice Chair of the Council.

MEMBERS:

- Provide relevant written reports in advance of meetings and present at meetings.
- Attend and actively participate in meeting discussions and vote on issues as necessary.

MEMBERS-AT-LARGE:

- Attend and actively participate in meeting discussions and vote on issues as necessary.

LIAISONS:

- Provide relevant written reports in advance of meetings and present at meetings.
- Attend and actively participate in meeting discussions.

STAFFED BY:

AHA Council Manager