

**COUNCIL ON CLINICAL CARDIOLOGY
MEMBERSHIP AND COMMUNICATIONS COMMITTEE (MEM)
COMMISSION**

- NUMBER OF MEMBERS: Up to 10
- The Committee shall be made up of a Chair, Vice Chair and up to eight members of the Council, of which, one shall be a trainee member of the Council. Liaisons may be added to the committee on an ad hoc basis, as determined by the Chair
- 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 serve no more than two terms. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS: The Committee shall meet twice per year via face-to-face or teleconference as determined by Committee, Council, and American Heart Association leadership. In addition, there may be a need for teleconferences between biannual meetings. Time commitment will vary, but should not exceed an average of three to five hours per month.
- RESPONSIBILITIES:
- Committee Responsibilities:
- Monitor and inform the Leadership Committee of membership performance.
 - Cooperate with marketing staff to identify potential audiences for membership and develop recruiting materials.
 - Increase engagement of current Council members by developing newsletter and web content.
 - Review and approve Fellowship applications for Leadership Committee approval.
- Chairperson's Responsibilities:
- Assist AHA staff in the development of meeting agendas and minutes.
 - Preside over Committee meetings.
 - Manage and monitor ongoing Committee activities.
 - Assign responsibilities to Committee members as needed.
 - Attend two annual Leadership Committee meetings and present the Committee report.