

**LEADERSHIP COMMITTEE COMMISSION  
OF  
COUNCIL ON CARDIOVASCULAR SURGERY & ANESTHESIA**

**PURPOSE:** To conduct the affairs of the Council in the intervals between regular meetings of the Council and carry out the objectives of the Council within the policies of the American Heart Association.

**REPORTS TO:** Council Operations Committee (COC)

**NUMBER OF MEMBERS:** The Leadership Committee shall be comprised of the following members:

- Council Chair
- Vice Chair
- Immediate Past Chair (who also serves as the Chair of the Nominating Committee)
- Up to 12 at-large members, including at least one International Member at Large (non-North American)
- Chair of the Membership & Communications Committee
- Chair of the Scientific Sessions Program Committee
- Chair & Co-Chair of the Young Leadership Committee
- Advocacy Ambassador
- Early Career Representative
- Newsletter Editor
- Research Committee Representative
- Website Editor
- Liaisons from SCA, UCSF, AATS, CSCS and STS
- Ex-officio: AHA President, President-Elect, Immediate Past President

**METHOD OF APPOINTMENT:** The officers and at-large members are nominated and elected by the Council membership. The Nominating Committee is appointed by the Leadership Officers (Chair, Vice Chair and Immediate Past Chair). The Council's Program Committee chair is selected by the Council Chair in consultation with the Chair of the Committee on Scientific Sessions Program. The President, acting upon the joint recommendation of the Research Committee and the Council, selects the Council's representative to the Research Committee. The Chair, in consultation with the appropriate leadership and staff, appoints the chairs of the Council's standing committees. All other committee members are appointed by the Nominating Committee. Liaisons are appointed by the organizations that they represent.

**Member Qualifications:**

- Recognized expertise in the field of cardiovascular surgery.

- Organizational skills and time availability to be able to meet deadlines and follow through on commitments.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Demonstrated change management skills such as accountability, flexibility, rational and timely decision making, initiative, and innovation.
- Working knowledge of the AHA mission, strategic goals and organization.
- Involvement/experience at the Affiliate and/or local level desired.

**TERM OF OFFICE:** Terms shall be for two years, and shall begin July 1<sup>st</sup> and end June 30<sup>th</sup>, except for the Program Committee Chair, whose term shall be concurrent with that of CSSP. Terms shall be staggered to insure continuity. The chair and members may be re-elected for one term.

**FREQUENCY OF MEETINGS:** The committee meets face-to-face twice per year (spring and fall- during Scientific Sessions) which will involve travel and a meeting of 4-8 hours. Additional teleconferences may be arranged as required. The time commitment during non-meeting months will vary, but should not exceed 2-4 hours per month.

**STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager

**RESPONSIBILITIES:**

**Chair's Responsibilities:**

- Facilitate Council business in an efficient and timely manner.
- Keep the members apprised of issues facing the Council and the AHA.
- Insure council input and facilitate timely response on AHA issues.
- With the assistance of staff, develop agenda that allows for thorough discussion of important issues, and approve subsequent agendas and work plans.
- Insures input from key leaders and constituencies in decision-making.
- 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 and monitor activities.
- Review minutes of Committee meetings.
- Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects.
- Work with standing and sub- committee chairs, Vice Chair and Past Chair to appoint committee members.

**Vice Chairperson'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 Committee report in the absence of the Chair.
- Attend COC meetings if the Chair is unable to attend.
- Assume role of Chair at the end of term as Vice Chair.
- Acts as Chair of the Fall Conference and Awards Committees.
- Acts as Council's Alternate Delegate for the Volunteer Leadership Conference in the spring.

**Immediate Past Vice Chairperson's Responsibilities:**

Acts as Chair of the Nominating Committee.

**Committee Responsibilities:**

- To provide input into the AHA's science positions as they relate to the Council's given field of cardiovascular interest; guide and direct the Council's programs; anticipate and appraise areas of developing relevance to the Council's objectives and programs; develop recommendations for needed activities in the areas of science, medicine and research interests, and subjects for conferences which the Council believes the Association should address over the next three-five years.
- To approve and present to the Council membership nominations for officers and members-at-large of the Leadership Committee and two delegates and two alternates to the AHA Delegate Assembly. Nominations for AHA Officers, Board and committee members, and awards also may be approved for submission to the AHA Nominating and Awards Committee.
- To identify methods to increase the Council's membership when appropriate and to increase the participation of current members in Council and Association activities including the activities of the Affiliates and divisions.
- To approve an annual budget for discretionary fund activities and oversee all expenditures consistent with AHA policies and practices.
- The Leadership Committee sets the amount of annual dues, and approves the activities and recommendations of the standing and sub-committees and task forces for implementation.
- Examine the performance and participation and remove or place on probation any officer, committee chair, committee member or representative of the Council for failing to carry out assigned responsibilities, including failure to attend council meetings.

Approved by the AHA Board of Directors, \_\_\_\_\_, 20\_\_\_\_.