

**COMMISSION  
AWARDS COMMITTEE  
COUNCIL ON CARDIOVASCULAR AND STROKE NURSING (CVSN)**

NUMBER OF MEMBERS: 9 -12 Members

The Committee shall consist of a Chair, Vice-Chair, 3 at-large members, the number of members needed to chair each of the Award Sub-Committees, the Immediate Past Chair of the Awards Committee (for 1 term), and the Vice-Chair of the Council as an ex-officio member.

METHOD OF APPOINTMENT: Members will be appointed by the Chair of the Council in consultation with the Vice Chair, Immediate Past Chair and the Nominating and Awards Committee and Awards Sub-Committee Chairs, as needed

TERM OF OFFICE: Members shall serve 2-year terms beginning December 1<sup>st</sup> and ending November 30<sup>th</sup> and shall be staggered for continuity. Members may serve a second 2-year term.

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 2-3 times per year and may meet face-to-face at AHA meetings, if a majority of members will already be attending. The members and their respective chair will have 1-2 teleconferences to select award winners. AHA staff members make award applications available for review as soon as possible in June. Teleconferences of the Awards Committee and the Sub-Committees typically take place at the end of June or in July. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require an additional time commitment.

RESPONSIBILITIES:

Committee Responsibilities:

- Oversee development and maintenance of, and adherence to, the awards conflict of interest policy
- Oversee policy and procedures for appointing Sub-committees for each award, coordinating with the guidelines set by the Committee on Scientific Councils
- Oversee criteria, procedures, and timelines for awards and lectures
- Review requests for new awards and/or lectures and make recommendations to Executive Committee
- Make recommendations for changes to award and/or lecture policies to Executive Committee
- Appoint and oversee Awards Sub-Committees. With regard to the Martha Hill New Investigator Award, Sub-Committee composition should include: the Vice-chair of the CVSN Council and the Chair of the CVSN Program Committee, as well as at least 3 other individuals. It is expected that all

members of the Martha Hill Sub-Committee attend Scientific Sessions and participate in evaluating the presentations by the award finalists.

- Act as Mathy Mezey Excellence in Aging and Marie Cowan Promising Young Investigator Award Selection Committees

Awards Committee Chair Responsibilities:

- Review award applicants and members of Committee and Sub-Committees to avoid conflicts of interest
- Preside over Awards Committee meetings, working with AHA staff to schedule and prepare agendas
- In consultation with the Chair of the CVSN council, appoint an ad hoc Lembright Award Selection Committee composed of at least 3-4 past Lembright winners
- Provide guidance and orientation to members of the Committee and Sub-Committees regarding procedures and criteria for the award
- Communicate results to AHA staff, as needed
- Provide guidance as needed to the selection of alternate Sub-Committee members in situations of conflict of interest that may arise after both Chair and member Sub-Committee selection
- Attend Spring Nominating Committee meeting and Leadership Committee meetings and present reports
- Attend CVSN business meeting and dinner and present Lembright, Mezey, and Cowan awards

Award Sub-Committee Chair Responsibilities:

- Review applications for Mezey and Cowan awards and attend conference call to decide award recipients
- Provide guidance and orientation of Sub-Committee members
- Oversee development and provision of materials needed to handle Sub-Committee's charge
- Preside over Sub-Committee meetings, working with AHA staff to schedule and prepare agendas
- Review and edit minutes of meetings, as needed
- Attend CVSN business meeting and dinner and present award