

**COMMISSION  
LEADERSHIP COMMITTEE  
COUNCIL ON CARDIOVASCULAR AND STROKE NURSING**

NUMBER OF MEMBERS: 30 maximum

The Leadership Committee shall be comprised of: Chair, Vice-Chair, Immediate Past Chair, Six to eight (6-8) At Large Members (One At-Large Member must be a Early Career Investigator or Clinician), Chair of the Program Committee, Chair of the Membership/Communications Committee, Research Committee Representative, Advocacy Ambassador, Chairs of the Science Subcommittees, External Liaison(s), and others as deemed appropriate by Council Chair.

METHOD OF APPOINTMENT: The officers and at-large members are nominated by the Nominating Committee and, upon recommendation of the Leadership Committee, are elected by the Council's membership at the Annual Business Meeting. The Council's Program Committee Chair for AHA Scientific Sessions is selected by the Council Chair in consultation with the Chair of the Committee on Scientific Sessions Program (CSSP). 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 and Nominating Committee, in consultation with the appropriate leadership and staff, appoints the Chairs and Members of the Council's standing committees. External liaisons are appointed by the organizations that they represent.

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

FREQUENCY OF MEETINGS: The committee meets face-to-face in the fall at AHA (which will involve travel) and by teleconference in the spring. Both fall and spring meetings are typically 4-5 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.

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.
- Ensure 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 reports.
- Present Council 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.
- Attend Science Advisory & Coordinating Committee (SACC) meetings.
- Appoint sub-committee members and Chairs, in consultation with the Nominating Committee.
- Work with AHA staff to develop Annual Business Meeting and Council Dinner agendas.

#### 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.

#### Immediate Past Chair'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. 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 expenditures, 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.
- Provide reports and information to Newsletter Editor.

Approved June 28, 2002.