

**COMMISSION
MEMBERSHIP AND COMMUNICATIONS COMMITTEE
COUNCIL ON CARDIOVASCULAR AND STROKE NURSING**

NUMBER OF MEMBERS: 12-15 members.

The Committee shall be made up of a Chairperson, a Vice Chair, Newsletter Editor, Assistant Newsletter Editor, Web Editor, Assistant Web Editor, Journal of Cardiovascular Nursing (JCN) liaison and co-liaison, and up to 7 other members drawn from the Council's Premium Professional Membership, one of which must be Early Career

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 be staggered for continuity.

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 2-3 times per year. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.

RESPONSIBILITIES: Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.

- Develop and implement an annual written plan and budget that will include strategies to enhance membership and increase the active involvement of members and fellows, and maintain regular communication with members.
- Increase the participation of current members by coordinating programs, activities and communications with Council committees
- Provide direction and input to AHA staff to help identify potential candidate pools and generate ideas for recruiting members and active volunteers
- Identify and promote benefits of membership.
- Evaluate the Council's performance in retaining and communicating with members and make recommendations to the Leadership Committee as needed.
- Communicate timely information to Council Members through creative use of the web, print and email.
- Align Council communications to facilitate the transfer of information that will further the goals and missions of the Council and of AHA.
- Continually improve and enhance the Council Newsletter, web site, and JCN column to meet the needs of the membership.
- Edit and publish two print pages of the Council Newsletter in Council Connections quarterly, as well as

additional on-line pages as appropriate, in collaboration with AHA staff.

- Direct and promote increased communication among membership and leadership of Council through the Council's newsletter, online services, web page, JCN and other applicable resources and modes of communication.
- Maintain communication with council membership about Council and AHA issues, activities and policies; and about AHA and Council linkages with other organizations and federal agencies (e.g., other councils, NHLBI, CDC, PCNA, NOLF).
- Oversee planning and implementation of the Host City Reception at Scientific Sessions (when applicable).

Chairperson's Responsibilities:

- File a written report on the Committee's activities at least 2 weeks prior to each Leadership Committee meeting.
- Attend Leadership Committee meetings and present Committee report.
- Provide guidance and orientation to Council members.
- Preside over Committee meetings and work with AHA staff to schedule and prepare agendas.
- 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.
- Coordinate activities and projects of committee.
- Assign responsibilities as needed.
- Present Committee report at Annual Business Meeting.

Vice Chairperson's Responsibilities:

- Assume responsibilities of the chairperson when she or he is unable or unavailable
- Work collaboratively with the chairperson to assist in performance of chairperson duties
- Link with National Communications and Membership Committee to disseminate and implement directives regarding membership initiatives

Web Editor's Responsibilities:

- Oversee web site and manage content.
- Report to Communications and Membership Committee.
- Work with AHA web staff to meet deadlines and design, monitor and keep current web site content.
- Solicit content from Council members.
- Coordinate with committee and newsletter editor to provide appropriate communications to Council members.
- Draft Council and/or Committee members to assist with content development and maintenance.
- Monitor site monthly.
 - Committee roster changes on 7/1 (most committees) and 11/1 (Program Committee).

- Links to important events (Scientific Sessions, conferences, newsletter and membership sites, AHA programs and tools).
- Current and active hot links.
- Update research grants awarded, new fellows, lecturers, awardees, programs, opportunities, etc..
- Award postings (around January 15)
- Work with Council committees and members to seek newsworthy information to post on site.

Newsletter Editor's Responsibilities:

- Develop and oversee newsletter content.
- Report to Communications and Membership Committee.
- Work with AHA newsletter staff to provide content and meet deadlines.
- Solicit content from Council members.
- Coordinate with membership and web editor to provide appropriate communications to Council members.
- Draft Council and/or Committee members to assist with content development and design.
- Be familiar with the guidelines provided by AHA staff for process and content.
- Request reports and information from committee chairs, scientists, Council members, awardees, AHA staff, etc.
- Gather and compile reports, articles and other information.
- Transmit documents to the AHA Newsletter Manager via email (preferred method), disk or hard copy.
- Review and edit newsletter drafts and return specified deadline.

The Journal of Cardiovascular Nursing Liaison Responsibilities:

- Develop and oversee Council department content.
- Develop content that promotes Council activities and benefits of membership in the Council; highlight CVN member achievements in key research, clinical and education issues in cardiovascular nursing; solicit award, fellowship, and abstract applications; and engage members and non-members in Council activities.
- Report to Communications and Membership Committee.
- Work with AHA newsletter and web page editors to coordinate content and meet deadlines.
- Solicit content from Council members.
- Draft Council and/or Committee members to assist with content development and design.
- Be familiar with the guidelines provided by JCN editors and publisher for process and content.
- Request reports and information from committee chairs, scientists, Council members, awardees, AHA staff, etc.