

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

- NUMBER OF MEMBERS: 6-8 Members.
- METHOD OF APPOINTMENT: The Immediate Past Chair of the Council shall serve as Chair. The Council Chair, in consultation with the Vice Chair and Nominating Committee, shall appoint members.
- TERM OF OFFICE: Members shall serve two-year terms beginning July 1st and ending June 30th. Terms shall be staggered for continuity. Members who are not ex-officio members may be re-appointed for a second two-year term.
- FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 3-4 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: Committee Responsibilities:
- Prepare and present to the Leadership Committee nominations for the following as terms expire:
 - Officers and members-at-large of the Leadership Committee.
 - Officers and Members of all sub-committees within the Council.
 - Scientific Councils Distinguished Achievement Award (every 3 years).
 - Distinguished Scientist (every year)
 - Prepare and submit to the AHA Nominating/Awards Committee nominations for the following:
 - AHA Officers, Board Members, Committees and Awards
 - Send a call for nominations for Council and AHA positions and awards to the Leadership and Nominating Committee members.
 - Meet to evaluate nominations submitted and to consider other possible candidates.
 - Determine a slate of candidates for Council positions to present to the Leadership Committee.
 - Determine a slate of candidates for AHA positions.
 - Nominate alternates for each position considered.
 - Work with staff to verify each candidate's willingness to serve via telephone, email or letter. Provide candidates with committee commission and appropriate forms, requesting completion and return of the forms.
 - Complete and submit the appropriate nomination form(s) for AHA positions and awards to the AHA Nominating/Awards Committee by the given deadlines, using the forms provided by AHA staff.
 - Review Council awards criteria and procedures periodically and make revisions as needed.

Chairperson's Responsibilities:

- After the Leadership Committee has approved nominations for Council elected positions, the Chairperson of the Nominating Committee shall present them to the voting membership at the next business meeting for election.
- Attend Leadership Committee meetings and present Committee report.
- 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.
- Assign responsibilities as needed.

Revised May 2016