

COMMISSION
Membership/Communications COMMITTEE

NUMBER OF MEMBERS: The Committee shall be made up of a Chair, Vice Chair and 3-5 members drawn from the Council.

METHOD OF APPOINTMENT: The Council Chair, in consultation with the Vice Chair and the 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. Terms shall be staggered for continuity.

FREQUENCY OF MEETINGS: The Committee shall meet via teleconference 3-4 times per year and will meet face-to-face at scientific meetings, if a majority of members will be attending. 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:

- 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 for recruitment strategies.
- Promote new member and new fellow recruiting by the Leadership Committee members, including recommending recruiting goals, providing current recruiting materials, and modeling personal involvement.
- Increase the participation of current members by coordinating with the Program and Communication Committees to inform members of Council activities.
- Consult with staff to review application and data requested periodically and revise as needed.
- Consult with staff to identify potential candidate pools and generate ideas for recruiting activities (e.g. mailing campaigns, web page recruiting, and activities during conferences, one-on-one leadership recruiting efforts.)
- Identify and promote benefits of membership and fellowship.
- Review fellowship applications and make recommendations to the Leadership Committee.
- Evaluate the Council's performance in retaining members and make recommendations to the Leadership Committee as needed.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.
- Determine the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
- Investigate and evaluate the Council's use of and/or connection with an appropriate scientific journal.

- Continually improve and enhance the Council Newsletter and web site to meet the needs of the membership.
- Working with AHA staff, edit and publish 1-2 issues of the Council Newsletter each year and continually update the content of the Council web site.
- Direct and promote increased internal communication through the Council's newsletter, online services and web page, annual conference abstract publication, epidemiology pages in other journals and an annotated bibliography.
- Expand council membership to include sharing information, linking with, and attending meetings of other AHA councils and committees, as well as other organizations and federal agencies (e.g., NHLBI, CDC, HCFA, AES and AHCPR).

Chairperson's Responsibilities:

- 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.
- Assign responsibilities as needed.

Web Site Editor:

- Work with AHA staff to design and monitor web site content.
- 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).
 - Outdated kudos, potpourri or announcements.
 - Current and active hot links.
 - Update research grants awarded, new fellows, lecturers, awardees, programs. opportunities, etc..
- Work with Council committees and members to seek newsworthy information to post on site.
- Respond to membership inquiries, forwarding pertinent information to AHA.
- Oversee and report on progress of the Virtual Journal.

Newsletter Editor:

- Determine how many newsletters will be published per year.
- Draft Council and/or Committee members to assist with content development and design.
- Work with AHA staff to determine deadlines and timelines for newsletter processing.
- 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.

- Draft tentative Table of Contents.
- Transmit documents to the AHA Communications Manager via email (preferred method), disk or hard copy.
- Monitor status of newsletter publication process.
- Review and edit newsletter drafts and return promptly.

Recommended Timeline:

- March: Present proposed annual plan, budget and slate of fellows to Leadership Committee for approval and recommendations.
- Spring: Meet to discuss revision and implementation of plans.
- Summer: Meet to review fellowship applicants.
- Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- November: Present report and slate of fellows to Leadership Committee and ask for approval and recommendations.
- Winter: Meet to review fellowship applicants and develop budget and annual plan for recruitment and retention.
- Winter/Spring: Meet to develop annual plan and budget.
- Spring: Present proposed annual plan and budget to Leadership Committee for approval and recommendations.
- Spring/Summer: Meet to discuss revision and implementation of plans.
- Summer: Provide material to AHA staff for a fall newsletter.
- Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- Fall: Present report to Leadership Committee and ask for recommendations.
- Fall/Winter: Provide material to AHA staff for a spring newsletter. Meet and continue to implement, revise and monitor plans.

Commission Approved:
By the Leadership Committee on
4-30-05