

**FALL CONFERENCE PLANNING COMMITTEE COMMISSION
OF
COUNCIL ON HYPERTENSION**

- PURPOSE:** To promote and enhance the Council's role in the scientific community through development of excellent and varied scientific programs at the Council's annual conference.
- REPORTS TO:** Council Chair and Leadership Committee.
- COMMITTEE MEMBERSHIP:** Members shall include a Chair, Vice Chair, representatives from co-sponsoring organizations and 3-5 members representing Council constituencies. Ex-officio members: Council Chair.
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the Committee Chair, shall appoint Committee members as terms expire. Co-sponsoring organizations shall appoint representatives.
- TERM OF OFFICE:** Members shall serve two-year terms. Terms shall be staggered for continuity. Members may be re-elected for a second term.
- MEMBER COMMITMENT:** The Committee shall meet via teleconference 3-4 times per year and members attending the Council's annual conference shall meet face-to-face at those meetings. The time commitment will vary, but should not exceed an average of 3-5 hours per month. Special projects may require an additional time commitment.
- STAFFED BY:** AHA Council Manager and AHA Conference Manager
- RESPONSIBILITIES:**
- Committee Responsibilities:**
- Consult with staff to develop the conference budget and monitor expenses against budget.
 - Identify potential conference co-sponsors (monetary and non-monetary) and work with staff to obtain financial and in-kind support for the conference.
 - Solicit and develop plans for scientific and social programs at the Council's annual conference.
 - Assign and monitor grading of abstracts submitted to the conference.
 - Plan the conference program, including the invited portion and pre-conference workshop, based on input from the Leadership Committee and Conference Planning Committee members.
 - Review applicants for any Council investigator awards to be presented at the conference.
 - Invite speakers as identified by the Committee.
 - Identify and recruit abstract graders.
 - Oversee the abstract selection process.
 - Develop and evaluate the conference programs.

- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.

Chairperson's Responsibilities:

- The Fall Conference Committee Chair is a member of the Leadership Committee and shall attend two face-to-face Leadership Committee meetings per year, as well as the Council's Annual Business Meeting.
- Make suggestions to Council Chairperson to identify and recruit committee members.
- Report to the Leadership Committee concerning program status and finances, including a post-conference assessment of effectiveness.
- Oversee staff administration of conference logistics.
- Supervise development of all programs for the annual conference.
- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects and activities.
- Assign responsibilities as needed.
- Provide reports and pertinent information to the web and newsletter editors to share with Council members.
- Work with AHA staff to set meeting dates and times.
- Review minutes of Committee meetings.

Vice Chairperson's Responsibilities:

- Assist the Chair in planning and monitoring activities.
- Preside over Committee meetings in the absence of the Chair.
- Attend Leadership Committee meetings and present Committee report in the absence of the Chair.
- Assume role of Chair at the end of term as Vice Chair.

Member Qualifications:

- Recognized expertise in field of hypertension.
- Organizational skills and time availability to be able to meet deadlines, follow-through on significant time commitments.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- (Chair) Demonstrated business and change management skills such as accountability, flexibility, rational and timely decision-making, initiative and innovation.

Recommended Timeline:

- Spring: Present proposed annual plan, budget and funding requests for the following year's conference to the Leadership Committee for approval and recommendations.
- Spring: Recruit abstract graders.
- Summer: Meet to finalize conference program and review abstracts.

- September: Attend conference; begin planning program for following year's program.
- Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
- November: Present report and any budget revisions or requests to Leadership Committee.
- Fall: Grade abstracts and schedule presentations.
- Winter: Recommend candidates to replace Committee members whose terms will soon expire.
- Winter/Spring: Begin planning for subsequent conferences.

NOTE: Site and date planning occur 2-3 years prior to conference.