

**AWARDS COMMITTEE COMMISSION  
OF  
COUNCIL ON KIDNEY IN CARDIOVASCULAR DISEASE**

- PURPOSE:** Promote excellence in the field of kidney disease through recognition of qualified scientists.
- NUMBER OF MEMBERS:** The Committee shall be comprised of a Chair and 2-4 members drawn from the Council. The Council Chair, Vice Chair and Immediate Past Chair shall be ex-officio voting members.
- REPORTS TO:** Council Chair and Leadership Committee
- METHOD OF APPOINTMENT:** The Council Chair, in consultation with the Vice Chair and the Committee Chair shall appoint Committee members.
- TERM OF OFFICE:** Members shall serve two-year terms beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>. Terms shall be staggered for continuity.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference 1-2 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.
- STAFFED BY:** AHA Science & Medicine Advisor, AHA Council Manager & AHA Awards Manager
- RESPONSIBILITIES:**
- Responsible for selecting individuals to receive or present the following awards and lectures presented at the Council's annual conference:
    - Donald Seldin Lecture
    - New Investigator Travel Awards
    - ASN/AHA Joint New Investigator award
  - Review the criteria and procedures for awards and lectures regularly, recommending modifications to the Leadership Committee, if needed.
  - Coordinate with staff to promote Council awards and lectures in the newsletters, website and in conference and Scientific Sessions materials.
  - Meet to evaluate nominations, recommendations and/or applications submitted and to select the candidate who best meets the criteria for each award or lecture.

- Propose alternates for each position considered.
- Work with staff to verify each candidate's willingness to serve via telephone, email or letter.
- Draft articles about the award winners and lecturers for the newsletter.

**Chairperson's Responsibilities:**

- Work with AHA staff to set meeting dates and times.
- Lead discussions at meetings and monitor activities.
- Verify that there are no conflicts of interest.
- Review minutes of Committee meetings.
- Assign responsibilities as needed.

**Recommended Timeline:**

- Early Spring: Meet via teleconference to select those presented at annual conference.
- Early Spring: Prepare report to forward to Leadership Committee.
- Spring: Meet via teleconference to select those presented at AHA's Scientific Sessions.
- Summer: Prepare report to forward to Leadership Committee in September.

Revised May 2016