

**NOMINATING COMMITTEE COMMISSION
OF
COUNCIL ON THE KIDNEY IN CARDIOVASCULAR DISEASE**

- PURPOSE:** Promote excellence in the field of CVD and kidney science through selection, recruitment, training, retention and recognition of qualified volunteers in leadership positions in the Council and the American Heart Association.
- NUMBER OF MEMBERS:** The Committee shall be comprised of a Chair and 2-4 members drawn from the Council. The Immediate Past Chair of the Council shall serve as Chair.
- 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 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.
- STAFFED BY:** AHA Science & Medicine Advisor and AHA Council Manager
- 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.
 - Two Assembly Delegates and two Alternates Assembly Delegates.
 - Scientific Councils Distinguished Achievement Award (every 3 years)
 - Distinguished Scientist nominee (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 and a current curriculum vitae by mid-October.
- Complete and submit the appropriate nomination form(s) for AHA positions and awards to the AHA Nominating/Awards Committee by the December 1st deadline, 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 positions, the Chairperson of the Nominating/Awards 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.

Recommended Timeline:

- February/March: Meet to develop slate of nominees.
- Summer: Contact nominees to verify ability to serve and to acquire completed forms
- Fall: Develop and send report to Leadership Committee. Continue to complete forms.
- November: Submit report to Leadership Committee for approval.
- November: Present slate of Council nominees to Council members at the Annual Business Meeting for election.
- November/December: Notify new members of election.
- December 1st: Deadline for submission of AHA nominees (except for Research awards)
- March 1st: Deadline for submission of AHA Research award nominations.