

**COMMISSION OF
THE COUNCIL ON PERIPHERAL VASCULAR DISEASE
MEMBERSHIP/COMMUNICATIONS COMMITTEE**

- NUMBER OF MEMBERS: 5-6 Members.
- METHOD OF APPOINTMENT: The Council Chair in conjunction with the Vice Chair and Committee Chair shall appoint committee members.
- The Membership and Communications Committee shall be comprised of the following: Chair, Newsletter Editor, Web Content Editor, and 2-3 at-large members.
- TERM OF OFFICE: Term shall be for two years unless otherwise specified (July – June). Terms shall be staggered to insure continuity. Members may be re-elected for one term.
- FREQUENCY OF MEETINGS: The committee will meet via teleconference as needed but no more than 3-4 times per year. Time commitment will vary, but shall not exceed 1-3 hours per month.
- RESPONSIBILITIES:
- Committee Responsibilities:
- Promote communications and unity of purpose among the varied members of the Council.
 - Inform Council members about relevant legislative issues, important meetings, and other significant developments.
 - Promote the utilization of the newsletter and web page as aids to two-way communication between the Council's leadership and members.
 - Gather and compile summaries, reports, articles and other information of interest to the Council's membership from the Council Chair, Committee chairs and other sources.
 - Disseminate information regarding funding of research and educational activities in cardiovascular disease and stroke.
 - Promote initiatives for improved funding of research, education and patient care.
 - Ensure content on the web page is up-to-date and relevant to the Council members.
- Web Site Editor Responsibilities:
- 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.
 - Work with Council Committees and members to seek newsworthy information to post on the site.

- Respond to membership inquiries, forwarding pertinent information to AHA.

Newsletter Editor Responsibilities:

- Solicit Council and/or Committee members to assist with content development and design.
- Be familiar with the guidelines provided by AHA staff for process and content.
- Request reports and information from Committee chairs, scientists, Council members and AHA staff for inclusion in newsletter.
- Develop and approve articles to be included in quarterly newsletter.
- Transmit documents to AHA Communications Manager via email.
- Review and edit newsletter drafts and return promptly.

Chair's Responsibilities:

- 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 to oversee projects.

Member Qualifications:

- Active Premium Professional member of the AHA/ASA at the time of appointment aligned with the Atherosclerotic Peripheral Vascular Disease Council.
- Recognized expertise in peripheral vascular disease.
- 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.
- Demonstrated business and change management skills such as accountability, flexibility, rational and timely decision-making, initiative, and innovation.
- Familiarity with communication and publishing technologies.

Approved July 1, 2010.