

Council on Peripheral Vascular Disease

COMMISSION NOMINATING COMMITTEE

- Mission:** Promote excellence in the field of cardiovascular disease science through selection, recruitment, training, retention and recognition of qualified volunteers in leadership positions in the Council and the American Heart Association.
- Reports To:** Council Chair and Leadership Committee
- Committee Membership:** 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.
- Method of Selection:** The Council Chair, in consultation with the Vice Chair and the Committee Chair, shall appoint Committee members.
- Term of Service:** Members shall serve two-year terms beginning July 1st and ending June 30th. Terms shall be staggered for continuity. Members may be re-appointed for a second two-year term.
- Frequency of Meetings:** The Committee shall meet via teleconference 1-2 times per year or as needed.
- Time Commitment:** The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.
- Committee Responsibilities:**
- Prepare and present to the Leadership Committee nominations for Officers of the Leadership Committee.
 - 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.
 - Work with staff to verify each candidate's willingness to serve via telephone, email or letter.
 - Complete and submit the appropriate nomination form(s) for AHA positions and awards to the AHA Nominating/Awards Committee by the October 1st and December 1st deadlines, using the forms provided by AHA staff.

Chairperson'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:

- An active Premium Professional member of the AHA/ASA at the time of appointment aligned with the Council on Peripheral Vascular Disease.
- 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.