

**COMMISSION
OF
NOMINATING AND AWARDS COMMITTEE**

**COUNCIL ON CARDIOPULMONARY, CRITICAL CARE, PERIOPERATIVE AND
RESUSCITATION**

- NUMBER OF MEMBERS:** 5-6 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 unless there is a conflict of interest.
- 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.
- FREQUENCY OF MEETINGS:** The Committee shall meet via teleconference as needed. The time commitment will vary, but should not exceed an average of 1-3 hours per month. Special projects may require additional time.
- 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)
 - 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. 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.
- Review fellowship applications and determine a slate of candidates to present to the Leadership Committee.

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.
- Lead discussions at meetings and monitor activities.
- Review minutes of Committee meetings.

Approved by the AHA Board of Directors, _____, 20____.