

**COMMISSION  
LONG-RANGE PLANNING AND NOMINATING COMMITTEE**

- NUMBER OF MEMBERS:** Eight (8) members, including
- Immediate Past Council Chair (serves as chair of this committee)
  - Council Chairman
  - Vice-Chairman
  - Up to 5 additional members representing the Council's constituencies.
- METHOD OF APPOINTMENT:** The Immediate Past Council chair shall serve as the chair of the Long-Range Planning/Nominating Committee. In addition, the Council chair and vice chair shall serve as members, other members shall be appointed by the Council chair.
- TERM OF OFFICE:** Terms shall be for two-year terms and shall begin and end with the AHA fiscal year (July-June). Terms shall be staggered in such a way as to assure continuity. The chairman and members may be eligible for appointment to one additional term.
- FREQUENCY OF MEETINGS:** This committee shall meet face-to-face in conjunction with the fall Executive Committee meeting and by teleconference as needed.
- RESPONSIBILITIES:**
- Chair's Responsibilities:**
- Identifying critical expertise needed on the Council Executive and sub-committees.
  - With the assistance of staff, recruiting and confirming the candidates willingness to be actively involved in the Council.
  - With the assistance of staff, developing timelines and assigning responsibilities for completing tasks/projects that achieve the council's goals and strategic plan.
  - Work with AHA staff to develop the meeting agenda.
  - Filing a written report on the committee's activities at least 3 weeks prior to each Executive Committee meeting.
- Committee Responsibilities:**
- Conducting the Council's self-assessment and strategic planning processes and monitoring progress towards achieving its overall goals and objectives.
  - Developing and forwarding to the Science Advisory and Coordinating Committee through the Committee on Scientific Councils, an annual projection (forecast) of recommendations in the areas of science, medicine and research interests which the Council believes the association should address over the next three-five years.
  - Developing and overseeing implementation of the Council's strategies for leadership development and succession planning.

- Annually preparing and presenting to the Executive Committee recommendations for Council officers, at-large members, 2 assembly delegates and 2 alternates to the AHA Delegate Assembly.
- Making recommendations for AHA Officers (President-elect, Chairman of the Board), committee positions and awards (Gold Heart Award, AHA Award of Merit, AHA Physician of the Year Award, Chairman's Award, the Louis B. Russell Award, Eugene Braunwald Mentor Award).

**Member Qualifications:**

- A member of the Council in good standing at the time of appointment.
- Organizational skills and time availability to be able to meet deadlines and follow through on commitments.
- Excellent oral and written communication skills.
- Excellent interpersonal relationship skills.
- Demonstrated change management skills such as accountability, flexibility, rational and timely decision making, initiative and innovation.
- Working knowledge of the AHA mission, strategic goals and organization.
- Extensive professional networks within and outside the Council and the AHA.