

**COMMISSION
STROKE MANUSCRIPT OVERSIGHT SCIENCE SUBCOMMITTEE**

NUMBER OF MEMBERS:	Up to 10 -15 members.
METHOD OF APPOINTMENT:	The Chairperson of the Stroke Council will appoint the chairperson and members. The Committee shall be made up of a Chair, Vice Chair and 5-8 members.
TERM OF OFFICE:	The chair, vice chairperson and members shall serve two-year terms with eligibility for reappointment to a second term. Terms will be staggered to insure continuity and will begin and end with the AHA/ASA fiscal year (July 1 –June 30).
FREQUENCY OF MEETINGS:	The committee will meet by teleconference Monthly and face-to-face while at the International teleconference. Additional teleconferences may be arranged as necessary. Hours: 1-3 hours per month
RESPONSIBILITIES: Chair's Responsibilities:	The chair serves as a member of the Executive Committee whose responsibilities include: <ul style="list-style-type: none">• With the assistance of staff, develop an annual plan and budget for achieving the Council's strategic plan and oversee development and implementation of projects.• With the assistance of staff, recruit and confirm candidates willing to be actively involved in the Council.• With the assistance of staff, develop an action plan and budget for the committee's annual activities and projects• With the assistance of staff, develop timelines and assign responsibilities for completing tasks/projects that achieve the council's goals and strategic plan.• Work with AHA staff to develop the meeting agenda.• File a written report on the committee's activities at least 3 weeks prior to each Leadership Committee meeting.
Committee Responsibilities:	Standing Committees <ol style="list-style-type: none">1. Secondary Prevention Standing Committee –2. Acute Ischemic Stroke Standing Committee -3. Subarachnoid Hemorrhage Standing Committee -4. Primary Prevention Standing Committee -5. Stroke Rehabilitation Standing Committee -6. Intracerebral Hemorrhage Standing Committee - Oversee the progress of all other papers that originate from the Stroke Council, to ensure timelines are met and publication is the desired outcome.

Member Qualifications:

- A Premium Professional member of the AHA/ASA 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.