Council on Cardiovascular Nursing
Development Committee
Commission

Purpose: To identify and secure funding and resources to support projects and programs that allow the Council to meet objectives and to better promote AHA’s mission and goals.

Reports To: Council Chair and Leadership Committee

Committee Membership: The committee shall consist of a chair and 3-5 members appointed by the Chair of the Council. The Vice Chair of the Council, in her/his role as Budget Chair, shall sit on the committee as an ex-officio member.

Method of Selection: The Council Chair, in consultation with the Vice Chair and the Committee Chair shall appoint Committee members as terms expire.

Term of Service: Terms shall be two years beginning on July 1st and ending on June 30th and shall be staggered.

Member Commitment: The Committee shall meet via teleconference 3-4 times per year and will meet face-to-face at AHA meetings, if a majority of members will already be attending. The time commitment will vary, but should not exceed 1-3 hours per month. Special projects may require an additional time commitment.

Committee Responsibilities:
- Review the Council’s programs, budget and objectives on an annual basis and identify short-term and long-term needs for resources.
- Develop a plan to secure the needed resources, including objectives, strategies, timelines and assignments, and monitor progress.
- Anticipate and appraise areas of possible future needs for resources.
- Design and present to the Leadership Committee a three to five year plan for resource development.
- Provide progress updates to the Leadership Committee on a regular basis.

Chairperson’s Responsibilities:
- Attend Leadership Committee meetings and present Committee report.
- Provide guidance and orientation to Committee members.
- Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
- Lead discussions at meetings and monitor activities.
- Work with Committee and AHA staff to prepare plans, budgets and timelines.
- Review and edit minutes and/or Committee reports, as needed.
- Assign responsibilities as needed.
- Present Committee report at the Annual Business Meeting.
**Recommended Timeline:**
- Winter: Review strategic plan and budget to develop development plan.
- Spring: Implement plan and present report at the spring Leadership Committee meeting.
- Summer: Review plan and modify as needed. Implement plan as needed.
- Fall: Continue implementation and present progress report at the November Leadership Committee meeting.