Council on Cardiovascular Nursing
Program Committee
Commission

**Purpose:** To promote and enhance the Council’s role at AHA’s Scientific Sessions through development of excellent and varied scientific programs in the Council’s fields of expertise.

**Reports To:** Committee on Scientific Sessions Program (CSSP), Council Chair and Leadership Committee.

**Committee Membership:** The Committee shall be made up of a Chair, Vice Chair and 3-5 members drawn from the Council. The Chair shall also be a member of the Committee on Scientific Sessions. The Vice Chair shall act as liaison to the Spring Program Committee.

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

**Term of Service:** Members shall serve three-year terms beginning and ending in November and shall be staggered for continuity.

**Member Commitment:** The Committee shall meet via teleconference 3-4 times per year, will meet face-to-face at Scientific Sessions. The time commitment will vary, but should not exceed an average of 2-5 hours per month. Special projects may require an additional time commitment.

**Committee Responsibilities:**
- Review the structure and operating plan of the committee, including policies, procedures and assignment of responsibilities.
- Develop and implement an annual written plan and budget.
- Solicit and develop plans for Plenaries, Sunday Morning Programs, How-To sessions and CV Seminars for AHA’s annual Scientific Sessions, following the format requested by CSSP.
- Assign and monitor grading of abstracts submitted to Scientific Sessions within the categories related to the Council’s fields of expertise.
- Evaluate the Council’s programs, assigned categories and role at Scientific Sessions.
- Plan programs at Council sponsored meetings as may be requested by the Leadership Committee.
- File a written report on the Committee's activities at least 3 weeks prior to each Leadership Committee meeting.
- Review Sessions policies, categories and “Call for Abstract” submission list and make recommendations to CSSP as needed.
• Identify topics for appropriate scientific conferences and submit proposals to Council Leadership Committee for approval.

Chairperson’s Responsibilities:
• Attend Leadership Committee meetings and present Committee report.
• Attend the January and July CSSP meetings and present programs and reports as requested.
• Provide AHA Sessions staff with abstract graders.
• Provide completed plans for Plenaries, How-To’s, Sunday Morning Programs and CV Seminars to AHA Sessions staff at January meeting.
• Coordinate CVN dinner agenda with Council Chair to assure continuity with Sessions activities.
• Present Committee report at the Annual Business meeting.
• Preside over Committee meetings, working with AHA staff to schedule and prepare agendas.
• Lead discussions at meetings and monitor activities.
• Review minutes of Committee meetings.
• Work with Committee and AHA staff to develop an annual plan and budget and to oversee projects.
• Assign responsibilities as needed.

Vice Chairperson’s Responsibilities:
• Assist the Chair in planning and monitoring activities.
• Preside over Committee meetings in the absence of the Chair.
• Attend Leadership Committee meetings and present Committee report in the absence of the Chair.
• Attend CSSP meetings in the absence of the Chair.
• Assume role of Chair at the end of term as Vice Chair.
• Attend meetings of the Spring Program Committee as liaison from Fall Program Committee.
• Draft and submit proposals for scientific conferences.

Recommended Timeline:
• November: Present report to Leadership Committee and ask for suggestions for future programs.
• November: Meet at Sessions to develop programs for the next year’s Scientific Sessions.
• December: Submit scientific conference proposal to AHA.
• December: Forward special program suggestions to AHA.
• December/January: Fully develop programs and coordinate with AHA staff to recruit presenters. Recruit abstract graders.
• January: Meet in Dallas prior to CSSP meeting.
• Early Spring: Prepare report to present to Leadership Committee at spring meeting.
• Late Spring/Early Summer: Grade abstracts.
• Summer: Meet to determine priority abstract sessions that the Chair will advocate for at the July CSSP meeting.
• Early Fall: Meet to review Committee activities and progress, revise plan as needed, and prepare report for Leadership Committee.
• Coordinate with Council Chair to develop Sessions dinner agenda.
• November: Present report to Leadership Committee and ask for suggestions for future programs.