

HEART RHYTHM PROGRAM COMMITTEE CHARGE

Number of Members Up to a maximum of 46

Composition

Members shall include the Vice President, Program Chair, Abstract Chair, and up to 41 at-large members with a diverse mix of expertise and backgrounds, the Quality Improvement Committee Chair, and an early career member on each team, as appropriate. The Chairs of the Accreditation and Assessment Committee and Health Policy and Regulatory Affairs Committee participate on an ad hoc basis as non-voting members, as does a member from the Cardiac Electrophysiology Society, other relevant societies as appropriate, and the Treasurer/Secretary. The Committee Chair may invite guests as needed to expedite information sharing.

Method of Appointment

The Vice President shall serve as the Chair and the Abstract Chair shall serve as the Vice Chair. Committee members shall be appointed by the Vice President, in consultation with the President and the Chief Executive Officer.

Term of Office

One year. Reappointment for three additional consecutive terms of one year is permissible, except early career members who serve a maximum of two years, unless assigned a permanent position to a non-early career role.

Accountability

Reports to: Board of Trustees

Key Relationships: Education Council, Membership Committee, Communications Committee, Young Investigator Awards Subcommittee

Purpose

To ensure the quality of the Society's annual meeting as the leading worldwide source of information on heart rhythm disorders.

Responsibilities

- Develop the meeting format, including coordinating the needs of internal committees and interest groups and designing the scientific program.
- Regularly assess the state of knowledge in the field of electrophysiology, review gaps in knowledge and develop strategies to address unmet needs.
- Regularly evaluate the effectiveness of the annual meeting for physicians, scientists and allied professionals.
- Identify, select and recruit faculty members.
- Review and select abstracts to be presented.

- Oversee preparation and dissemination of the preliminary and final programs.
- Oversee all activities related to the annual meeting.
- Annually evaluate the meeting's effectiveness and economics, and recommend future enhancements to the following year's committee.
- Safeguard the Society's reputation as an ethical and scientific leader.
- Comply with the educational standards as set by accrediting bodies.
- Ensure fiscal responsibility within approved budgets and for new enhancements or programs within the annual meeting.

Decision-Making Authority

- Establish the committee's procedures.
- Set the annual program.
- Select the faculty, abstract presenters and other speakers.
- Approve the preliminary and final programs.
- Recommend enhancements or changes to the Board.

Meeting Frequency

Three to four meetings annually, by teleconference. Additional meetings as needed.

Estimated Time Commitment

0 – 20 hours per month

Busiest Times of the Year

Prior to committee conference call meetings

Program build (June 15 - September 1)

Abstract review and session build (December 15 - January 15)

Late-breaking clinical trial review and selection (February 15 - March 15)

Budget preparation cycle (June - August)

Scheduled

Committee Conference Calls:

- Summer (kickoff)
- Late August (initial session review)
- January (final session review)

Ad Hoc

Chair & Vice-Chair Conference Calls (bi-weekly with staff liaisons)

Limitations

Owners and employees of ineligible companies* may have no role in the planning or implementation of accredited education and therefore are not eligible to serve on this committee.

Revised July 2024

* as defined by ACCME as organizations whose primary business is producing, marketing, selling, re-selling, or distributing healthcare products used by or on patients.