



RESEARCH COMMITTEE CHARGE

Number of Members 10-12

Composition

Members shall have diverse research experience or interests, and shall include a Chair, Vice Chair, Chair of the Research Fellowship Awards Subcommittee, Early Career member, and up to two representatives from an external organization such as NIH, NHLBI or the FDA. To ensure diversity, the membership shall include expertise in basic, translational, clinical, outcomes, and population science. The Chair may invite guests as needed to expedite information sharing.

Method of Appointment

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

Term of Office

One year. Reappointment for two additional consecutive one-year terms is permissible.

Key Relationships

Reports to: Board of Trustees

Key Relationships: Research Fellowship Awards Subcommittee, Heart Rhythm Program Committee; partnering organizations

Purpose

To foster, facilitate, and promote scientific investigation and collaboration within the HRS community and to serve the needs of the HRS membership participating in research.

Responsibilities

- Direct, oversee and coordinate the subcommittee's work to ensure accountability to the Board and the Committee's priorities and timelines.
- Maintain open communications with stakeholders, including keeping the Board and Executive Committee informed via regular reports, and maintaining two-way communications on issues of mutual interest.
- Oversee the research fellowship application process to ensure broad-based representation.
- Refer matters to the Board or Executive Committee for approval when required by the Bylaws, Board policies or committee charter.

- Develop subcommittee members to ensure the committee has access to the expertise it needs, and identify emerging leaders to ensure a strong succession.
- Design mentorship and peer support initiatives for members of the HRS research community at all stages of career development.
- Incentivize and reward research activities within the HRS community by promoting and highlighting findings and accomplishments to the broad HRS membership, external funding agencies and the public.
- Advance and support career development of early stage investigators through educational content and initiatives.
- Establish relationships with external stakeholders and funding agencies, inclusive of National Institutes of Health, foundations, and industry, to pursue joint initiatives and advocacy for heart rhythm research.

Decision-Making Authority

- Establish priorities and goals for subcommittees.
- Establish the subcommittee structure in consultation with the Governance Committee, consistent with charges and guiding principles approved by the Board.
- Establish procedures for coordinating subcommittee work.
- Act on the recommendations of its subcommittee.
- Approve recipients of research awards.
- Make recommendations to the Board.

Meeting Frequency

A minimum of three conference calls annually, with the possibility of one face-to-face meeting. Additional meetings as needed.

Estimated Time Commitment

Up to 2 hours per month

Busiest Times of the Year

Prior to committee meetings