

**TERMS OF REFERENCE  
PCICS PROGRAM COMMITTEE  
PEDIATRIC CARDIAC INTENSIVE CARE SOCIETY**

- NUMBER OF MEMBERS:** 16 members.
- METHOD OF APPOINTMENT:** The PCICS Board of Directors shall appoint the initial Committee co-chairs. The Committee shall be made up of the two previous co-Chairs, the current two co-Chairs and the two future co-Chairs. The future co-Chairs will be drawn from members of the main bi-annual program committee and approved by the PCICS Board of Directors. The remainder of the Committee membership will be comprised of physicians and nurses with attention to include both junior and senior members. There will be at least 1 CV surgeon and 2 international members on the committee. All committee members must be active members of the PCICS.
- ANNUAL (FOCUSED) PROGRAM CMTE:** Committee membership will be chosen by the local (host) institution but should include the two current program committee co-chairs.
- TERM OF OFFICE:** The identified Chairpersons of the Program committee will commit to a total of 6 years of service. The other members shall serve a single term that starts with Program committee formation (~July 1<sup>st</sup>) and ends with the main PCICS bi-annual meeting. No less than 50% of the committee must be rotated unless otherwise approved by the PCICS Board of Directors.
- FREQUENCY OF MEETINGS:** The Committee shall meet at the discretion of the PCICS Program committee chairpersons to accomplish the business necessary to execute the bi-annual meeting. Conference calls will be no less frequent than monthly. There will be a face-to-face meeting once a year, in conjunction with PCICS conference.
- RESPONSIBILITIES:**
1. Committee members participate in 75% of scheduled conference calls.
  2. Complete assigned tasks in the development of the PCICS conference
  3. Participate in generating sponsorship for PCICS meeting
  4. Participate in the review of scientific abstracts and grading thereof for the PCICS meeting
- Chairpersons' Responsibilities:
1. Select PCICS program committee members
  2. Facilitate development of content/structure of bi-annual meeting through assignment of responsibilities
  3. Provide support for "local" annual PCICS meetings
  4. Approve budget for bi-annual PCICS meeting
  5. Lead committee conference calls
  6. Follow up on timeliness and completion of projects

Co-Chairs

David Cooper, Dawn Tucker