1. Must commit to a maximum 30-minute meeting/teleconference with American Heart Association (AHA) staff to review the subcommittee agenda. The prep meeting will take place no later than one day prior to each subcommittee meeting.

2. Must commit to attend a minimum of 75% of the scheduled subcommittee meetings where the main function will be to maintain flow and time accountability for all agenda topics. The co-chair will also be responsible for holding votes for recommendations that will be brought forth to the Voting Stakeholder Body.

3. Must commit to attend Stakeholder meetings to present individual subcommittee reports/recommendations to the voting members.

4. Must provide an email and phone number that is checked frequently (no less than once a week) for messages and submit any changes in contact information to Mission: Lifeline Wyoming staff.

5. Must be able to maintain a non-biased approach through leadership and professionalism regarding the recommendations brought forth by the subcommittee.

6. Understanding the need for the presence of a strong leadership from the Subcommittees, these requirements must be met. If they are not, a replacement vote will be held.