

## **AMERICAN COLLEGE OF CARDIOLOGY**

### **POSITION DESCRIPTION**

*(as of June 1, 2017)*

**Title:** Vice chair, ACC Annual Scientific Session, ACC.19 and ACC.20

**Reports to:** Chair of ACC Scientific Session and Lifelong Learning Oversight Committee (LLOC)

#### **Overview/Scope of ACC Annual Scientific Session (ACC.xx)**

ACC.xx is the largest live educational activity delivered by the American College of Cardiology (ACC). Hosted in the United States, but with worldwide attendance, ACC.xx is a premier educational event that showcases innovations in cardiovascular learning, updates in scientific research and translation of clinical guidelines into everyday practice. ACC.xx also serves as a strategic driver for the overall ACC educational curriculum of live courses as well as digital products and activities. The LLOC provides the strategic oversight for the education program at the ACC Annual Scientific Session (ACC.xx).

Highlights from ACC.17 (Washington DC):

- approx. 13,000 professional attendees and a total attendance of 18,308
- over 3,700 faculty presented more than 2,572 presentations in 300+ sessions
- 2,572 accepted abstracts
- 23 late Breaking Clinical Trials
- 17 Featured clinical research presentations
- Attendee satisfaction with ACC.17 reached an all-time high compared to prior meetings:
  - perception of "Value for Price" achieved new record levels
  - when compared to other annual medical or scientific meetings, 2 of 3 attendees indicated that ACC.17 was better by comparison

#### **Major Duties/Responsibilities of the ACC.xx Vice Chair**

The development of the ACC.xx educational program is led by an ACC.xx chair/vice chair team who lead and manage the work of the entire program committee (Annual Scientific Program Committee (ACC.xx PC)), which is comprised of 10 topic working groups led by Topic Coordinators.

The ACC.xx vice chair works in collaboration with the ACC.xx chair as well as ACC staff. Together, the chair and vice chair work on:

1. Development, finalization and implementation of an innovative and dynamic education program through the management of a program committee comprising of multiple topic working groups representing the ACC.xx pathways.
2. Implementation of a fair and equitable selection process to ensure a program committee including appropriate representation from ACC sections, councils, chapters, all members

of the cardiovascular team, and subspecialty societies, as deemed appropriate in a given year.

3. Other responsibilities include (but not limited to):

- a. Review of analytics from the prior year to take into account in the planning for the following year to maintain innovation and continual improvement planning for the meeting.
- b. Interaction with the faculty development work group to review faculty development model and works with staff to deploy faculty development model.
- c. Collaboration with the ACC staff media team to fulfill a spokesperson role as designated for media relations.
- d. Collaboration on developing appropriate educational activities in key areas of the meeting (e.g., to educate/orient all faculty on disclosure policy, requirements, the online system).

**Required Qualifications:**

- a. An ACC member, in good standing;
- b. Must make a 4-year time commitment: 2 years as vice chair of ACC.19 and ACC.20 followed immediately by a 2-year term as chair, ACC.21 and ACC.22;
- c. Must meet the time commitment that the position(s) demand (*both in role as vice chair first, followed by chair position*) including;
  - i. Active participation at bi-weekly planning calls (managed by ACC staff) for ACC.19, ACC.20, ACC.21 and ACC.22;
  - ii. Other scheduled calls during each year of tenure (e.g., with the LLOC);
  - iii. Face-to-face-meetings during each year of tenure (*including, but not limited to, the July ACC.xx PC meeting, the annual de-brief meeting on show site post the meeting, a December Planning Kick-off meeting for the following year's meeting, a May meeting to continue the planning process*);
  - iv. Show site commitments/obligations for each of the 4 years.
- d. Experience leading and/or planning an ACC national medical meeting (e.g. chair, vice chair, lead role in a planning committee) leading the design of continuing professional development course(s) in cardiovascular care;

- e. In role of vice chair, ability to collaborate with the chair ACC.19/ACC.20 to chart clear directions, offer creative solutions, develop action plans, keep to timelines, and to respond to changing conditions and opportunities in a dynamic and fast-moving environment;
- f. Solution-oriented with expertise solving last minute complex programmatic challenges;
- g. Proven communication skills including:
  - i. to motivate people and set expectations;
  - ii. to delegate effectively;
  - iii. to negotiate/represent the ACC in delicate/political situations that may arise from time to time;
  - iv. Public speaking;
  - v. to represent ACC with the media, leadership and sister societies.
- h. Proven ability/track record of ability to work collaboratively in a collaborative partnership with ACC staff developing a respectful team environment throughout the 4-year tenure of the two positions.
- i. Ability to work with different groups across the ACC (e.g. education, advocacy, quality and science, leadership, etc).

**Desired Qualifications**

Knowledge of ACCME/ANCC regulations and guidelines, particularly disclosure policies for offering certified education.